

Rural and Urban Community Investment Fund Online Application Instructions

These instructions should be used for applications seeking capital program funding under the Rural and Urban Community Investment Fund (CIF) Open Window Request for Proposals (RFP).

WARNING: APPLICATIONS, IN THEIR ENTIRETY, MAY BE MADE AVAILABLE FOR PUBLIC REVIEW ON THE HCR WEB SITE. APPLICATIONS SHOULD NOT INCLUDE PERSONAL OR PROPRIETARY INFORMATION.

This document consists of the following sections:

- A. General Instructions for submitting a capital project application using the Community Development Online (CDOL) System;
- B. Instructions for beginning a CDOL capital project application;
- C. Capital Project CDOL Application Exhibit Instructions;
- D. Capital Project Attachment Instructions.

A. General Instructions for Submitting a Capital Project Application using the Community Development Online (CDOL) System

1. Online Application Submission

Stand alone CIF applications may be submitted on a continuous basis subject to the availability of funds. CIF funds may also be requested along with other HCRs funds during the regular Unified Funding round. The submission of an application via CDOL consists of three steps:

- 1) Completing the online application exhibits;
- 2) Certifying and submitting the application exhibits; and,
- 3) Uploading, certifying, and submitting all required application attachments.

When your application exhibits are complete and validated by the CDOL, the person who is authorized to electronically certify the application must log in to the CDOL and certify and submit the application exhibits. Once submitted, the CDOL will assign your application a SHARS ID number. **The application is not complete until all required attachments are certified and submitted. The required attachments are listed in Section 8 below.**

Please carefully review the following steps which are necessary to complete and submit your application via the CDOL.

2. Registering Your Organization's Security Manager

Please review the following to make sure that your organization is prepared to use the CDOL, and that you have someone with the authority to certify the application set up as a registered CDOL user for your organization.

In order to use the CDOL, applicants must be registered in HCR's Statewide Housing Activity Reporting System (SHARS), and have designated a Security Manager for their organization. The Security Manager will serve as the individual who authorizes and monitors access to the CDOL for the applicant's organization, including which people have the ability to update the organization's applications. Security Managers may go into the CDOL system, and add or remove users for their organization.

If you are a registered SHARS applicant, but you have not registered to use the CDOL, you may submit a **Security Manager Registration Form** to HCR, which will allow you access to the CDOL. Complete and return the Security Manager Registration Form with an original authorized signature to the address specified on the form and you will be e-mailed a User ID and temporary password with which to access the CDOL.

If your organization has not previously applied to HCR for funding, you must complete and submit an **Applicant Registration Form** so that you may be registered as a SHARS Applicant. The form contains a section where you may designate a Security Manager for your organization. HCR staff will register your organization and Security Manager and you will be e-mailed a USER ID and password to access the CDOL.

Applicants who used the CDOL in the past will still be registered, and may use the CDOL with the user ID and password previously assigned to them. If you have forgotten your password, you may go the CDOL and enter your USER ID and e-mail address and you will be e-mailed a new password. If you have changed your e-mail address since you first registered as a CDOL user, and you cannot remember your password, or if you have forgotten your USER ID, please either call the MSR Unit at (518) 473-2525, or e-mail us at: msr@nyshcr.org for assistance.

3. Registering your Organization's Electronic Signatory

All application exhibits and attachments submitted through the CDOL must be electronically certified by an authorized representative of the applicant's organization. The person who will certify the application must be set up in the CDOL as a user for your organization. The Security Manager may add the certifier by following these steps:

- a. Log into the CDOL and click on the User Administration link at the top of the page. The organization name will be displayed with a list of CDOL users.
- b. To add your organization's authorized signatory, click 'add new user', and enter their first and last name, and e-mail address.
- c. Select their access level from the drop-down box. Applicant inquiry allows the user to view but not change the application. Applicant update allows the user to make changes to the application.
- d. Click the box that reads 'Authorized to Sign Certification'.
- e. Click the box next to the organization name. Then click 'Submit'.
- f. The CDOL will generate an e-mail providing the user with their User ID and temporary password. When the application exhibits are complete, validated and ready to be submitted, the certifier must log-in to the CDOL, complete the certification, and submit the application exhibits. Required application attachments must also be certified prior to submission.

4. Completing and Validating the Application Exhibits

The CIF project application consists of seven exhibits (and 31 attachments), which are listed in Section 8 below. After completing the exhibits, you must validate the application. Validation is essentially an editing process performed by the CDOL that notifies the user of incomplete, missing, or inconsistent data in the application. The application may not be submitted until all problems found during validation are corrected. To validate, return to the main menu, and click the 'Validate' link to the right of the Application name. Click 'Validate' again and the CDOL will check to ensure all required data is complete and consistent. If errors or inconsistencies are found, the CDOL will provide a list of the items that need to be completed or corrected before the Exhibits can be submitted. Once your application is successfully validated, it is recommended that you print and review the entire application before taking the next step, certifying and submitting the application exhibits. Once the application exhibits have been certified, they can no longer be changed.

5. Certifying and Submitting the Application Exhibits

When your application exhibits are complete and validated, and you are ready to submit them, your organization’s authorized signatory must log into the CDOL to certify and submit the application Exhibits. To certify, click the ‘Validate’ link to the right of the application name. Click ‘Certify’. The certifier should read the certification, enter their CDOL password and title, and then click ‘Submit’. The CDOL will display a message acknowledging successful submission of the exhibits, and providing you with the application’s SHARS ID number, which will be used to identify your application. An e-mail message will also be delivered to you confirming successful submission of the application exhibits.

Remember that your application is not complete until all required application exhibits and attachments have been submitted. Any portion of the required application exhibits or attachments which have not been submitted by the deadline specified above will not be accepted.

6. Uploading Required Attachments

When you are ready to upload attachments, click on the ‘Attachments’ link to the right of the application name. The page will be redisplayed with a list of capital project application attachments. If you have completed the exhibits for multiple applications, be sure to select the correct application for which you want to upload attachments.

Click on the ‘add’ link to the right of the attachment that you want to upload. The page will be redisplayed with the option to ‘select a file’. Click the ‘browse’ button to locate up to three files on your computer. To add the files, double click on them. When you have selected the file(s), click ‘Upload’. The CDOL will return a message informing you as to the successful upload of the files. You may add additional files, by clicking the ‘add’ link to the right of the attachment name. You may upload multiple files for each attachment, and each file name uploaded will be listed below the attachment. Please limit the uploaded files to contain documents specifically requested in the Attachment Instructions. Whenever possible, combine multiple files into one.

Once uploaded, the Attachment Upload page will display two new buttons to the right of the attachment file name – ‘view’ and ‘delete’. The view function allows you to view and print the file so that you can verify that it is complete and satisfactory. The delete function allows you to delete the file prior to submission.

You must select the ‘omit’ button for all attachments which you will not be submitting. This is required as an acknowledgement that you are intentionally omitting the attachment(s).

All required attachments must be uploaded before the group can be submitted.

7. Certifying and Submitting Application Attachments

When all required application attachments have been uploaded, the organization’s authorized signatory should log-in and click ‘Submit’ on the Attachment Upload page. The CDOL will display a Certification which must be completed in order to complete the submission. Once the attachments have been submitted, the application is complete and may not be changed.

8. Required Exhibits and Attachments

Rural and Urban Community Investment Fund Capital Project Application Exhibits & Application Certification
The Capital Project Application consists of the following ten Exhibits and an electronic certification:
Exhibit 1 – Application Summary
Exhibit 2 – Community Impact/Revitalization
Exhibit 3 – Development Budget/Funding Sources
Exhibit 6 – Development Timetable
Exhibit 7 – Development Team’s Relevant Experience
Exhibit 8 – Site & Building Information
Omnibus Certification

After completing, certifying and submitting your application, you must upload all required application

attachments, as set forth below.

Capital Project Application Attachments
Please refer to the application attachment instructions in Section F of this document to determine which attachments you may be required to submit.
A. Project Readiness Attachments
Attachment A1 – Evidence of Site Control
Attachment A2 – Zoning Compliance
Attachment A3 – Public Approvals
Attachment A4 – State Historic Preservation Office Submissions
Attachment A5 – State Environmental Quality Review (SEQR) Submissions standalones)
Attachment A6 – Environmental Approvals (Required if any referenced environmental approvals are necessary)
B. Project Design/Construction & Site Suitability Attachments
Attachment B1 – Outline Specifications
Attachment B2 – Construction Cost Estimate
Attachment B3 – Preliminary Plans
Attachment B4 – Site Photographs
Attachment B5 – Map of Primary Service Area
Attachment B6 – Physical Needs Assessment
Attachment B7 – Energy Efficiency Documentation
Attachment B8 – Energy Efficient Construction Costs
Attachment B9 – Green Building Criteria Checklist
Attachment B10 – VISIBLE, Accessible and Fully Adapted Units
Attachment B13 – Physical Needs Assessment/Life Cycle Analysis Form/Replacement Reserve Cash Flow Analysis (Required for HTF-funded preservation projects)
C. Community Need/Market Demand Attachments
C1 – Community Needs Support Documentation
C2 – Market Demand
D. Project Underwriting Attachments
D1 – Appraisal (Required only if the project includes an individual site with acquisition costs of \$100,000 or more, or where there is an identity of interest between project participants and the seller)
D2 – Operating Budget Documentation
D3 – Funding Commitments (Required for any application that requires funding from non-DHCR/HTFC sources)
D5 – Preservation Project Information (Required for any HTF-funded preservation project)
F. Miscellaneous Attachments
F3 – Non-Profit Participation as Applicant or Owner (Required for all applications submitted by a non-profit applicant)
F5 – Request for Waiver from HTFC Standards (Required for any application seeking a waiver from HTFC standards).
F6 – Existing Occupant Info./Relocation Plan (Required if application proposes an occupied project)
F9 – Proposal Summary
F13 – Application Certification Attachments (Required for all projects when any Omnibus Certification responses require the provision of additional information and if the answer to any of the statements was “no”).
F14 – Consent to Perform Credit & Lexis/Nexis Reports (Required for all applications)
F15 – CIF Project and Market Information
F16 – Affordability Plan & Operating Budget

B. Instructions for Beginning a New Capital Project Application

1. Verifying your Organization Information Before Beginning a New Application

Before you begin a new application using the CDOL system, you should verify and edit or update your organization information if necessary. To do so, log-in, and from the CDOL Main Menu, select the 'view' button to the right of the organization's name under the heading 'Organization'. A pop-up window will appear with the organization information HCR has on file. If any of the information displayed is incorrect or needs updating, close the pop-up window, and select the 'edit' button to the right of the organization name.

You may update your organization information in CDOL at any time, but you may not change the organization information on your application once it has been submitted.

Verify and if necessary, edit the following fields in this section:

A. General Applicant Information

- if applicable, the applicant's Department of State (DOS) Charities Registration Number.
- the month and day of the applicant's fiscal year end date (for example: 12/31).
- any aliases or acronyms the organization is known as.

B. Type of Applicant

Verify and edit this section as necessary:

- select **each** applicable applicant type.
- if applicable, add or correct the date of the non-profit applicant's legal incorporation.

C. Phone and Internet Data

If necessary, edit the applicant's telephone and fax numbers, e-mail address and URL.

D. Mailing Address(es)

If necessary, edit the applicant's primary mailing address in D1. If the mailing address for correspondence related to this application is other than your primary address, add the address in Section D2. You will be able to select the address to which you would like correspondence mailed once you begin the application.

E. Primary Contact

If necessary, edit the name, title, phone number, extension, and e-mail address of the person who is the primary contact for the organization. This person must have the authority to legally represent the applicant.

F. Other Principals

If necessary, edit or add principal organizations or employees of the applicant organization; for example, the Executive Director, CEO, Board President, or general partner.

2. Beginning a New Application

After verifying and editing your organization information, you are ready to begin a new application. Return to the menu and under the 'Applications' heading, to the right of the text 'Start a New Application', enter a unique name for the project, next select 'Capital Project' from the 'Application Type' drop-down menu, then select 'Standalone CIF – Open Window' from the 'Capital Application Type' menu and click 'Submit'. A table of contents will be displayed with a list of all Application Exhibits broken down by individual screens within CDOL.

Instructions for completing each screen follow.

C. Standalone CIF – Open Window CDOL Application Exhibit Instructions

Exhibit 1 – Application Summary

1A. Applicant Information

If you have already verified your organization information as suggested above, you need only complete a few fields on this screen.

5b. If the applicant is a charitable or non-profit organization, select the applicant's IRS tax-exempt category. If you select 'other', specify the type in the space provided.

5c. If the applicant is a charitable or non-profit organization, indicate whether or not all required periodic or annual written reports have been filed in a timely manner.

5e. If the applicant is a Minority- and/or Women-Owned Business Enterprise (M/WBE) which has been certified by the NYS Department of Economic Development's Division of Minority and Women's Business Development, select the applicable type of M/WBE. Select Not Applicable if not a M/WBE.

5f. If applicable, enter the applicant's DUNS number (a nine-digit number issued by Dun & Bradstreet and assigned to businesses for the purpose of identifying them). This is not required unless you are seeking HOME funds.

5g. If the applicant is a limited liability corporation (LLC) or a limited partnership (LP), provide the names of each member or general partner. For any managing member or general partner that is another LLC or LP, provide the names of its members or general partners. Continue to add the names of all managing member or general partner LLCs or LPs until all members or general partners have been identified.

6. If you have multiple mailing addresses on file, select the address to which correspondence related to this application should be mailed.

8. Complete this section for the individual who will be the primary contact person for correspondence related to this application. If this person is not authorized to sign documents on behalf of the applicant, complete Section 9.

9. If the person named in Section 8 is not an authorized signatory of the applicant, complete this section for an employee or officer of the applicant who is authorized to sign documents on behalf of the applicant.

1B. Owner Information

1. Indicate whether or not the applicant will transfer title to another entity upon completion. If you select 'yes', complete the rest of Section B. If you select 'no', click 'Submit' and go on to the next screen.

2. If known, enter the legal name of the eventual project owner, or check 'Unknown'. Indicate whether the

entity is proposed or existing (incorporated).

3. If the owner is an existing entity, enter the owner's federal employer identification number.

4. If the owner is an existing entity, enter the month and day (mm/dd) of the owner's fiscal year end date.

5a. Select each applicable organization type.

5b. Indicate whether or not the owner is a 501 (c)(3) corporation (non-profit IRS tax-exempt category).

5c. If the owner is a limited liability corporation (LLC) or a limited partnership (LP), provide the names of each member or general partner. For any managing member or general partner that is another LLC or LP, provide the names of its members or general partners. Continue to add the names of all managing member or general partner LLCs or LPs until all members or general partners have been identified.

6. Enter the owner's mailing address, phone and fax numbers, and primary contact person's name and title. At a minimum, you must enter the owner's city, state, zip code and phone number.

C. General Project Information

1a. Indicate whether or not **this project** has previously received any capital funding from HCR, including seed money.

1b. If you answer yes to Question 1a, enter the DHCR-issued SHARS ID number(s) assigned to the project.

1c. Indicate whether or not the proposed project is or has previously been under supervision by HCR Housing Operations.

1d. If you answered 'yes' to question 1c, provide additional information on the project's original name, the address, dates under supervision, HCR representative contact information and project sponsor contact information

2a. The project name that was entered on the main menu when you began the new application will be displayed. You may change it here if you wish.

2b. Select the appropriate NYS Regional Economic Development Council(s) in which the project is located.

3. Select the name of the county in which the project is to be located from the drop-down list.

4. Select the municipality in which the project is to be located from the drop-down list. Be sure to select the correct municipality when there are both a town and village with the same name.

5. Enter the requested information for the chief elected official of the municipality in which the project is to be located.

D. Program Funding

IMPORTANT: Once you select 'yes' or 'no' to this question, you cannot change it. If you select the wrong choice, you will have to begin a new application. Please verify that your selection is correct before clicking the 'submit' button.

1a. Please answer 'No'. Seed money may not be requested through the CIF Open window application.

2a. **Not applicable.** Seed money may not be requested through the UF process.

3a. Capital Project Funding Requests:

For each program from which you are requesting funds, enter the total amount of funds requested in the corresponding space provided.

1. **Not applicable.** Housing Trust Fund (HTF) Program funds may not be requested through the CIF Open Window application.

2. **Not applicable.** HOME Program funds may not be requested through the CIF Open Window application.

3. **Not applicable.** HWF Program funds may not be requested through the CIF Open Window application.

4. **Not applicable.** State Low Income Housing Credit (SLIHC) may not be requested through the CIF Open Window application.

5. **Not applicable.** 9% Low Income Housing Credit may not be requested through the CIF Open Window application.

6. **Not applicable.** Urban Initiatives (UI) may not be requested through the CIF Open Window application.

7. **Not applicable.** Rural Area Revitalization Program (RARP) may not be requested through the CIF Open Window application.

8. **Not applicable.** Housing Development Fund (HDF) Program funds may not be requested through the CIF Open Window application.

9. **Enter the amount of CIF funds being requested. Please note that the maximum request amount allowed under the CIF – Open Window is \$500,000.**

10. If applicable, enter the amount of As-of-Right 4% LIHC credit. Do not enter the ten year amount of credit.

11. If applicable, enter the amount of HFA Low-Interest Second Mortgage. Do not enter the ten year amount of credit. 12a & b. If applicable enter the amount of HFA Bond Financing being requested for construction and permanent financing.

3b. **Not applicable.** NEITHER HTF or HOME, may be requested through the CIF Open Window application..

3c. **Not applicable.** This question is not applicable to the CIF Open Window applications.

3d. **Not applicable.** This question is not applicable to the CIF Open Window applications.

3e. All CIF applications must select either 'Urban' or 'Rural' to describe the municipality in which the project site is located.

1E. Project Initiatives and Program-Specific Application Designations

For detailed information on all funding initiatives, please refer to the CIF Open Window Request For Proposals (RFP), the Capital Programs Manual (CPM), and the DHCR Qualified Allocation Plan (QAP).

1. **Not applicable** - Funding Initiatives

Select each type of initiative that you are requesting that this application be reviewed as. If you are not choosing any of the Initiatives, select 'Not Applicable'.

▪ **Not applicable.** In order to select the Green Building Initiative, you must have requested funds from either the HOME or HTF Program Section D, 3a of this Exhibit.

▪ **Not applicable.** The Housing Choice Voucher Project-Based Assistance Initiative may be selected if you have requested funds from any of the programs listed in Section D, 3a above.

▪ **Not applicable.** The Energy Efficiency Initiative may be selected if you are requesting HTF and/or HOME funds in Section D3a above and the proposed project demonstrates participation in the appropriate program referenced in the RFP.

2. **Not applicable** - Policy Priorities

Please refer to the RFP for more information. Select each type of policy priority that you are requesting this application be reviewed as. If you are not choosing any of the Early Award Policy Priorities, select 'Not Applicable'.

Priority Identified in Regional Economic Development Plan: Applications that propose affordable housing that are, or are a part of, priority projects that have been specifically identified in Regional Economic Development Council Strategic Plans.

Fort Drum Impact Area Projects: Applications proposing family projects that would serve the Fort Drum Impact Area. Applications must demonstrate readiness to complete construction and rent-up by the Summer of 2015.

Flood Relief Projects: Applications that propose projects in communities directly impacted by tropical storms Lee and Irene. Applicants need to demonstrate that there was significant loss of housing within a one-mile radius of the proposed project, and that the project contributes to the revitalization of the impacted community. Applicants must provide a letter of support for the specific project from the chief elected official of the municipality in which the project would be located. Applications must demonstrate a readiness to complete construction and rent-up by the Summer of 2015. Based on a review of financing needs of the proposed project, including whether the applicant has proposed specific actions to reduce overall project costs, HCR will consider requests for Low-Income Housing Credit basis boost pursuant to the authority granted in the Housing and Economic Recovery Act of 2008.

Mixed-Income/Mixed-Use Upstate Revitalization: Applications that propose to create or rehabilitate mixed-use buildings with mixed-income housing that will contribute to the revitalization of a downtown area or mixed use neighborhood in Upstate New York. These projects must clearly demonstrate how the project addresses local community development needs by submitting as part of their application a targeted local community revitalization plan which was developed with significant community and local government involvement and which specifically supports the proposed project. These projects must have clear local support as evidenced by commitment of local resources and applications should detail any local actions that have been taken or will be taken in support of the project. Preference will be given to applications that:

- propose the adaptive reuse or rehabilitation of currently vacant structures that are having a blighting impact on a community;
- demonstrate site control of land acquired through Land Banks established pursuant to Article 16 of the New York State Not-for-Profit Corporation Law; and/or,
- propose a retail component that will address an unmet community need identified in a local community revitalization plan.

Applicants may request up to \$200,000 in Urban Initiative (UI) or Rural Area Revitalization Projects (RARP) funding to subsidize the non-residential costs of the proposed project. The commercial portion of the project must have

appropriate and adequate financing sources to cover its development costs and it must have sufficient lease income to support the real-estate operating costs of the space.

Mixed-Income Cross Subsidized Projects: Applications proposing affordable units that are part of a larger market rate development in areas experiencing considerable housing revitalization and reinvestment. The development of the affordable units must be subsidized through a significant contribution from the market rate units and affordable units cannot exceed more than 30% of the development's total units. Applications must demonstrate that maximum rents in low-income units will be significantly more affordable than the development's comparable market rate units.

Lead Abatement Projects: Applications proposing projects that involve the rehabilitation and lead abatement of existing rental units in zip codes identified by the NYS Department of Health as having significant concentrations of children with elevated blood levels. At least 75% of the total project units assisted must be existing rental units. Applicants under this priority must submit Attachment H3 with this Application.

Supportive Housing Projects Serving Veterans with Special Needs: Applications that propose Supportive Housing Projects, as defined in Section 2040.2(v) of the DHCR QAP, for Veterans with Special Needs. Applications must demonstrate a coordinated state investment in the project by clearly documenting firm commitments of service, operating, and development financing from State partners. Projects will be evaluated on the extent to which funding commitments contribute to meeting the financial needs of the proposed project.

Office for Persons with Developmental Disabilities (OPWDD) Leveraged Supportive Housing Projects: Applications proposing a preference in tenant selection for persons with developmental disabilities for up to 20% of a project's total units. Applicants must have firm commitments from the NYS OPWDD for operating, services, and development financing for special needs units.

Housing Opportunity Projects: Applicants seeking funding under this priority must propose projects that provide workforce housing for families in areas experiencing economic growth, and that are served by high-performing schools. Projects must be located in areas with a stable or growing tax base, and must be in close proximity to public transportation, child care and employment opportunities. Additionally, the project municipality must have low rental vacancy rates, and a high percentage of renters paying 30% or more of their household income for housing

Transit-Oriented Development (TOD) Early Award Projects: Applications proposing workforce housing projects that are in close proximity to MTA rail stations outside the City of New York, or in communities that have completed and are implementing TOD Plans that will link the proposed project to expanded transportation choices for tenants

3. Occupied Rehabilitation

All projects requesting HTFC funding which will engage in the rehabilitation of an occupied project should answer this question. If the project involves the rehabilitation of a vacant building into affordable housing please select "no". Projects which are occupied and will be preserved as affordable housing should select "Yes" and complete Attachment D5 – Preservation Project Information. CDOL will return an error message if "Not Applicable" is selected.

4. New York/New York III (NY/NY III) Supportive Housing Agreement

Not applicable. The NY/NY III Agreement between the State and City of New York is a commitment to increase the City's supportive housing capacity for homeless persons. The Agreement defines supportive housing as the pairing of rental assistance and supportive services in buildings constructed or renovated for this purpose (congregate housing) or in scattered-site apartments acquired for the purpose of housing.

If your project is not within one of the boroughs of New York City, select 'Not Applicable' from the drop-down list. If your project is located in one of the five boroughs of New York City, indicate whether or not the project will include units which will serve one or more NY/NY III special populations.

5. 9% LIHC Program Set-Aside Designations

Not applicable. These designations are applicable to 9% LIHC only.

- Preservation projects, supportive housing projects and high acquisition cost projects will be ranked, reviewed and selected on a Statewide basis as a separate LIHC sub-group pursuant to a LIHC set-aside as set forth in the LIHC NOCA and the UF 2013RFP. (See the DHCR QAP and the UF 2013 RFP for project descriptions).

6. 9% LIHC/SLIHC Project Amenities

Not applicable. These designations are applicable to 9% LIHC only.

7. Non-Profit Application Designations

If applicable, select each non-profit designation that you are requesting that this application be reviewed as. If you are not seeking a non-profit application designation, select 'Not Applicable'. Carefully review the information below before selecting any of the designations. If a designation is not selected, the application will not be considered in the competition for the non-profit set aside of funds.

CHDO Applicant

Check this box **only** if the applicant is a certified CHDO which acts as an owner, developer or sponsor as set forth below AND the CHDO certification is valid and current to within one year of the submittal of the application. If the HTFC-issued CHDO Determination letter is more than one year old, the applicant must submit CHDO documentation that is compliant with the standard CHDO requirements, and the amended HUD CHDO criteria that became effective May 2012. See: <https://www.hometa.info/index.cfm?do=viewWebinarTrainings> for the new criteria. See HCR's website: www.nyshcr.org under the 2013 UF Reference Materials for the CHDO requirements. If the HCR/HTFC-issued CHDO Determination Letter is one year or less from the application's submittal, then only the information on Experience and Capacity per HUD's new criteria need be provided. This information can be submitted separately and at least one month prior to the application deadlines to HCR regional staff for review

- **The CHDO is an 'owner'** when it holds valid legal title to or has a long-term (99-year minimum) leasehold interest in a rental property. CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities.

- **The CHDO is 'developer'** when it either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project.

- **The CHDO is 'sponsor'** when it develops a project that it solely or partially owns and agrees to convey ownership to a second non-profit organization at a predetermined time. Conveyance may take place prior to, during or upon completion of the development phase.

- **Do not check the CHDO Application Review box if the applicant is a CHDO, but is not proposing one of the activities listed above.**

9% LIHC Non-Profit Set-Aside Application Review

Select this set-aside if the non-profit 501 (c)(3),501 (c)(4) or its wholly-owned subsidiary will own an interest in the project and materially participate in the development and operation of the project throughout the compliance period, meeting the State ceiling set-aside for 'projects involving qualified nonprofit organizations' according to Section 42(h)(5)(B) of the Internal Revenue Code (IRC).

HTF Non-Profit Application Review

To be considered a non-profit project under the HTF Program requirements, a non-profit or its wholly owned subsidiary must have an ownership interest in the project ownership entity and have a defined role in project management, evidenced by an equal say in the selection, hiring and firing of the management agent for the project, and in other decisions regarding the management of the project. The non-profit must also have an equal say in the management of the partnership as demonstrated by the partnership agreement. The ownership interest of the not-for-profit entity or its wholly-owned subsidiary must be at least 50% of the controlling interest in the ownership entity as directed by Article XVIII of the NYS Private Housing Finance law. Applicants who do not check non-profit set-aside designation will not be given the scoring preference

F. Project Political Districts

Locate and click on the name(s) of the Assembly member who represents the locality in which the project will be located. Click on the top arrow to move the name into the box on the right. (You may remove a name by clicking on the bottom arrow). Repeat this as necessary for each Assembly, Senate and Congressional Representative who serves the project municipality.

G. Tenure & Construction Type

1a. Residential Tenure Type of Project: CIF applicants should indicate ‘not applicable-non-residential only’.

1b. Indicate whether or not the project will include a community room or separate community building which is for the exclusive use of the tenants, and is therefore, considered to be residential space.

2a. CIF applicants must indicate “no” and complete question 2b.

2b. Non-Residential Construction Types

Check **each** type of non-residential construction included in the project.

1. Commercial: If the project includes retail or commercial space, select box 1.

2. **Not Applicable**- Civic

3a. Community (Service) Facility (CSF): A CSF is a facility that is intended for use by members of the community-at-large with incomes at or below 60% of area median for civic gatherings such as Head Start Programs, child care, job training, or senior centers. It is **NOT** for the exclusive use of the project tenants. **A community room or separate community building that is for the exclusive use of the tenants should be included as a community room unit in question G1b. above.**

If the project meets all of the conditions specified in the paragraph above for a CSF:

- select box 3a;
- enter the QCT (county and tract number) in which the project is located in 3b. (You may use the link to HUD’s QCT Table Generator to locate the QCT);
- 3c is not applicable to the CIF – Open Window Application;
- indicate in 3d whether or not, you will include a portion of the expenses associated with the CSF as eligible basis for the purpose of calculating tax credits.

H. Units Assisted

1. Total Units in Project - All Sources

CIF Open Window applicants should not include information about any existing residential or community room units here. Complete this section by entering the total number of retail, commercial or community service facility units which will exist upon completion of the project.

After you complete and save this information, the data will be redisplayed with two grids at the bottom:

1. Total Units in Project – All Sources, and the following grid:

2. Units in Project - by Permanent Funding Source

Grid 2 will show each DHCR/HTFC program from which you have requested funding in Exhibit 1. To add a non-DHCR/HTFC permanent funding source to the grid, click the 'add' button, return to the top of the page, enter the funding source name, regulatory term, if applicable, and the number of units of each type which will be assisted by that source, and save the page. CIF Open Window applicants should not include information about any existing residential or community room units here. **Repeat this for each non-DHCR/HTFC funding source that you will list as a permanent funding source in the Development Budget (Exhibit 3).** After adding all non-DHCR/HTFC permanent funding sources, you will add DHCR/HTFC program units as follows:

Click the 'edit' button to the right of the DHCR/HTFC program name in Grid 2. When you click 'edit', the program name will be displayed in the 'DHCR Source Name' box. Complete the regulatory term information, if applicable, and unit information for that source and save. Repeat for each DHCR/HTFC funding source in the project.

I. **Not Applicable_- Income Targets**

J. **Not Applicable_- Project Occupants**

K. **Development Team Members**

This Section must be completed for the project's developer, owner and architect. Additionally, if you have identified a management agent, general contractor, housing consultant or syndicator, complete this Section for them as well. If there are team members who will perform duties not listed (e.g. Green Design Expert) click 'other' and provide a short description of their activities.

1. Enter the name of the development team member's employer.
2. Enter the team member's first name, last name, title, e-mail address, and phone and fax numbers.
3. Next, click each applicable role that the team member will assume in the project's development. Click 'submit' and the page will be redisplayed as a grid. Click the 'add' button to add another team member.
4. If the team member has no experience in the proposed role, please select "no".

L. **Disclosure of Identities of Interest/Project Principals**

In this section, you must identify all project principals and any identity of interest between project principals as defined below:

A project principal is defined as follows: any person or public or private entity that will participate in the proposed project as an applicant, owner or developer. Architects, attorneys, builders, management agents, consultants or others who have an interest in the project, other than an "arms-length" fee arrangement for professional services, are also considered principals. All general partners in a partnership or managing members in a limited liability company are considered principals. Principals of public or private corporations include the president, vice president, secretary, treasurer, and all executive officers who are directly responsible to the board of directors or equivalent governing body,

as well as each director or stockholder having a ten percent or more interest in the corporation. Any person or entity with an identify of interest to any of the above is also considered a principal.

If any of the project principals has an identity of interest, this must be disclosed in this section. Disclose and describe any identities of interest between the members of the development team and members of the development team and the seller of the property on which the project will be developed. This disclosure must include the nature of their fiduciary and financial relationships, past present and future, to the project and to each other. It must include any financial, familial or business ownership relationship between the applicant or any general partner and any participant in the project's development. This includes, but is not limited to, existence of a reimbursement arrangement or exchange of funds; common financial interests; common officers, directors or stockholders; or family relationship between officers, directors, or stockholders.

To complete this section: each team member entered in Exhibit 1K of this application will be displayed. Click on the 'include' option to the right of a team member's name. The screen will redisplay. If the team member does not have an identity of interest, select 'Project Principal' from the 'Type' drop-down menu and click 'Submit.' If a team member has an identity of interest, select 'Identity of Interest' from the 'Type' drop-down menu, disclose the identity of interest in the space provided, and then click 'Submit'.

To add a principal not listed in Exhibit 1K, click the 'add' button and follow the instructions in the paragraph above.

Exhibit 2 - Community Impact/Revitalization

A. Documentation of Community/Housing Needs

In this section, you will reference all existing planning documents that identify community renewal and/or housing needs for the locality in which the proposed project is located.

1. New York State Consolidated Plan Objectives/Priorities

Not applicable. This section must be completed by all applicants requesting New York State HOME Program funds. Applicants with projects located in areas where no other documents identifying community renewal and/or housing needs exist must also complete this section. All other applicants may choose to complete this section, but are not required to.

1 a. NYS Consolidated Plan Objectives Addressed by this Project

Not applicable. Select each objective that the project addresses.

1b. Table 1b - NYS Consolidated Plan Priority Need Level by Household Type & Income Group

Not applicable. For each Household Category listed which will be served by the project, locate the Income Range(s) that will be served, and select the corresponding Project Target Population box. The Priority Need Level (H-high, M-medium, L-low) for each category of housing identified in the NYS Consolidated Plan is displayed for informational purposes.

2a. Existing Documentation of Local Need

Complete section 2a for each existing planning document that addresses the community renewal and/or housing needs of the project locality. See the following instructions for guidance in completing this section. **IF THE PROJECT IS IN A MUNICIPALITY WITH A LOCAL CONSOLIDATED PLAN, YOU MUST REFERENCE IT IN THIS SECTION.**

A. Local Needs Document – Select the type of local needs document from the dropdown list. Enter the name of the document, the name of the entity for which it was prepared, the geography referenced (statewide, county, city, town, village, neighborhood), and the date the document was published. If the type of document is not specifically listed, select ‘other’ and specify the type in the space provided.

B. Needs Identified – Answer each of the three questions pertaining to the needs identified in the document.

1. Indicate whether or not the document identifies the proposed project as the type needed for community revitalization. If you answer yes, reference the page numbers where this is stated. If the document states the level of priority for this type of project, enter the priority level and reference the page numbers. If no priority level is stated in the document, enter ‘N/A’.

2. Indicate whether or not the document identifies the project’s targeted income groups and household types as those with specific needs. If you answer yes, reference the page numbers where this is stated. If the document states the level of priority for this type of project, enter the priority level and reference the page numbers. If no priority level is stated in the document, enter ‘N/A’.

3. Indicate whether the document specifically mentions need for the proposed project. If you answer ‘yes’, reference the page numbers where this is stated. If the document states the level of priority for this project, enter the priority level and reference the page numbers. If no priority level is stated in the document, enter ‘N/A’.

Once the page is completed, the page will redisplay as a grid. If additional needs documents exist, click the ‘add’ button, and repeat the steps above to add another.

2b. House-NY

Indicate whether or not the project has received a HOUSE-NY award from the NYS HCR.

B. Evidence of Local Support

1. Local Support for the Proposed Project

Complete this section by identifying each source of local support for the proposed project. Select the local support category from the dropdown list, and enter the name of the source of local support, a description of the type of support offered, the approximate value of the support (or N/A if not applicable), and whether the status is committed, proposed, or N/A. Click ‘Submit’ to save.

Once saved, the page will redisplay as a grid. To add additional evidence of support for the project, click the ‘add’ button and repeat the steps above.

C. Special Project Locality Designations

If the project is located within any publicly- or locally-designated area which is eligible for special benefits or attention, select the special designation category from the dropdown list, enter the name and/or location of the designation, and the year the designation was initiated. If the project locality does not have any of the listed designations, select ‘Not Applicable’ and click ‘Submit’ to save.

Once saved, the page will redisplay as a grid. To add another designation, click the ‘add’ button, and repeat the above steps.

D. Community Needs Narrative

1. Please use this section to describe the existing retail, commercial or community facilities in the primary market area and the extent of the unmet demand to be served by the proposed project.. In your response, include the sources for the data and other information provided, and any additional information regarding past inability of the current market to adequately provide adequate affordable housing.

2. Provide information on the general retail, commercial market in the primary market area of the proposed project. Include the current vacancy rates for units in the primary market area which are comparable to the proposed units.

3. Describe how the proposed project is part of a comprehensive community revitalization strategy which includes the use or reuse of existing buildings, including the historic rehabilitation of existing buildings, and which addresses employment, educational, cultural and recreational opportunities within the community in which the proposed project will be located. Refer to the information provided elsewhere in this Exhibit, including the New York State Consolidated Plan, documents listed in Table 2A of this Exhibit and the information provided in Attachment C1, Community Needs Support Documentation.

E. Communities Under Court-Order/Court Decision

1. Indicate whether or not the project locality is under a court order/decision or if a court-ordered plan to address desegregation or remedy a violation of law has been issued. If you check yes, complete the following.

2. Indicate whether a court monitor has been appointed and has issued a written approval for the project. If a court monitor has not been appointed, check N/A.

3. Summarize the order, decision or plan, and describe how the proposed project is consistent with the goals of the ruling or plan.

Exhibit 3 – Development Budgets/Funding Sources

A. Construction Cost Basis

1. Indicate whether or not the total construction cost is based upon a guaranteed price contract.

2. Select the wage rate that the total construction cost is based on. Projects with 9 or more units utilizing project-based vouchers, or projects with 12 or more HOME-assisted units must choose the appropriate Davis-Bacon wage rate.

B. Funding Sources

On this page, you will add each source of construction and permanent financing for each of the project construction type(s) indicated in Exhibit 1, Section G of this Application (residential, commercial, civic and/or CSF). As you add a source and update the page, the source will be added to the appropriate funding source grid at the bottom of the page. Construction sources must be equal to permanent sources, and both construction and permanent sources must be equal to the Total Project Cost (line 54) for all sources. If the project involves more than one type of construction, the CDOL will produce a Summary Budget for the project upon completion of all individual budgets.

NOTE: All CIF applicants must include the 1/3 match as a separate funding source in the development budget unless the project is located within a declared disaster area. The 1/3 match amount must be at least 1/3 of the requested CIF amount. When identifying the 1/3 match source please select the “Private Source-Other” label and specify it as “1/3 match” when answering the “Specify Source” question.

1. Under the section of the page labeled Source, select the financing type from the drop-down list (either permanent or construction);

2. Select the funding source name from the drop down list. Sources are listed according to source category (DHCR/HTFC, Federal Government, Local Government, Non-DHCR State Government, and Private). Each non-DHCR category has one or more “generic” source (federal program, local government, state program, private source, non-profit lender, etc.) If the specific program or funding source is not listed, use the generic source that best describes the source, and specify the program or source name in the space provided. The “ Private Source” label for the 1/3 match is located near the bottom of the Source drop down menu.

PLEASE NOTE:

- If you are receiving HOME funds from a Participating Jurisdiction, please use HUD – HOME Participating Jurisdiction as the source code rather than County Government. Specify the PJ name in the space provided.
- . If you have requested tax credits from DHCR or another source, use the Equity – Tax Credit source.
- If your project financing includes funds from a DHCR/HTFC program which is not requested on the application (ROA), for example, previously awarded funds, please use the source ‘Non-ROA DHCR/HTFC Program’.

Sources are listed below:

DHCR/HTFC Funding Sources

DHCR Office of Community Renewal
HOUSE NY
HTFC Public Housing Modernization Program
Homes for Working Families
Housing Development Fund
Housing Trust Fund (HTF)
Infrastructure Development Demonstration Program (IDDP)
NYS Home Program
NYS Home or Housing Trust Fund
NY Main Street Program (NYMS)
Non-ROA DHCR/HTFC Program (specify)
Rural Area Revitalization Program (RARP)
Urban Initiatives Program (UI)

FEDERAL GOVERNMENT FUNDING SOURCES

FHA Insured Mortgage Loan (specify below)
Federal Program – Other (specify below)
HUD - HOME Participating Jurisdiction (specify)
HUD – McKinney
HUD 202
HUD CDBG Entitlement Community (specify)
HUD HOPE VI
Rural Development – Other (specify)
USDA 538 Insured Mortgage Loan (specify)
USDA Rural Development 515

LOCAL GOVERNMENT FUNDING SOURCES

County Government (specify)
Industrial Development Agency (IDA) (specify)
Local Government (specify)
NYC HDC Program (specify)

NYC HPD Program (specify)
Permanent Housing for the Homeless NYC
Public Housing Authority (PHA) (specify)

NON-DHCR STATE GOVERNMENT FUNDING SOURCES

HFA Bond Financing
HFA Low-Interest Second Mortgage
NYS Energy Research Development Authority (NYSERDA)
HFA Bond Financing
OMRDD Capital
OMH Capital
SONYMA Insured Mortgage Loan (specify)
State Program – Other (specify)

PRIVATE FUNDING SOURCES

Deferred Capitalized Reserves/Working Capital
Deferred Developer Fees
Down Payments (condos/coops)
Equity – 421A Certificates
Equity – DHCR Tax Credit
Equity – HFA Tax Credit
Equity – HPD or DANC Tax Credit (specify)
Equity – Non-DHCR Tax Credit
Equity – Other (specify)
Federal Home Loan Bank Affordable Housing Program
Lending Institution (specify) Non-Profit Lender (specify)
Private Source (specify) **USE THIS LABEL TO IDENTIFY THE 1/3 MATCH AS A SOURCE**
Private Subsidy (specify)

3. Under the section of the page labeled 'Amount of Funds' are listed the four types of construction. Enter the amount of funds that the source will provide for the appropriate type of construction. For example, if Jones National Bank is providing \$1,000,000 in construction financing for residential construction, and \$500,000 in construction financing for CSF construction, be sure to enter both the residential and CFS financing amounts. If the source's financing and assistance types are the same, you may enter both at once. Otherwise, you will need to enter the source's contributions separately.

4. Select one of the following Assistance Types for the source from the drop-down menu:

- Loan
- Grant

▪ Other - This is used to record financing types which are not loans or grants and should be used for the 1/3 match source. For example, equity realized from the syndication of tax credits, owner equity, equity from historic tax credits, deferred developer fees, deferred capitalized reserves/working capital, or down payments from owners of condominium/cooperative units.

5. If applicable, enter the source's financing term through cost certification, and indicate whether the term is in years or months. Select 'N/A' if not applicable.

6. Enter the applicable interest rate, or 'N/A' if not applicable.

7. Interim Interest – For each construction loan, enter the anticipated total interim interest in the applicable space. The CDOL will edit the development budget to ensure that the total interim interest for all construction loans will be accounted for on line 16 of the development budget.

8. Lien Position: Enter the proposed lien position for the funding source in the event of a default on a mortgage and note. Select 'N/A' if not applicable.

9. Regulatory Term: Enter the number of years for the source's regulatory term. Select 'N/A' if not applicable.

C. Development Budget

If you have only one type of construction, when you arrive at this screen, a list of permanent funding sources added on the previous screen will be displayed. If you have multiple construction types, when you arrive at this screen, a drop-down menu will be available for you to choose the type of development budget you want to work on. Select the budget type, and a list of permanent funding sources added for this type of construction will be displayed. For a "Retail" space please use the "Commercial" budget type.

Select the 'add' button to the right of the source you wish you to work on. The source will then be highlighted in yellow, and a list of development costs associated with a typical project will be displayed. For each applicable line item, enter the amount of funds to be contributed by the highlighted source. To change any of the figures added for a source, select the 'edit' button to the right of the source name – this appears after a source has been added. Totals will be calculated by CDOL.

The CDOL will produce a summary development budget for projects with multiple construction types.

To view the development budget(s) with all sources, select the 'Print' function at the top of the page. A pop-up window will display that can be printed for verification.

Line Items: Where line items are self-explanatory, instructions are not included. Where clarification is helpful, instructions are provided below.

A. Acquisition (lines 1 – 3):

1. Land: the acquisition cost of the land **only**.
2. Structures: the acquisition cost of any buildings on the land.
3. Total Acquisition: This will be calculated by the CDOL.

B. Soft Costs (lines 4 – 24):

See Section 5.00 of the CPM (Development Requirements) before completing this section for definitions and information regarding allowable fees and interim costs to be charged for DHCR/HTFC construction loans to private developers on tax credit projects. If applicable, remember to pro-rate soft costs attributable to non-residential space in the project.

4. Appraisals: See Section 5:03.03 of the CPM.

5. Housing Consultant: This may be up to one percent of Line 43 (Total Development Cost), not to exceed \$20,000. **For Tax Credit projects**, the maximum allowable developer's fee is calculated inclusive of payments to a consultant (see Section 5.05 (vii) of the CPM, Professional Fees).

9. Architecture/Engineering Fees: Up to five percent (5%) of total construction costs (TCC) (line 40) may be allowed for project design, and two percent (2%) of TCC for construction supervision, depending on the project size. The fees for design should be lower if the project has multiple buildings of the same design.

10. Construction Manager Fees: This may be up to 5% of TCC (line 40). This fee may only be attributed to projects without a general contractor. If you enter an amount in this line item, you may not also enter amounts in Builder's Overhead (line 38) or Builder's Profit (line 39). See the CPM (Section 5.05) and the Design Handbook for more.

11. Legal Fees: Generally limited to one percent of the TDC, depending on the attorney's specific responsibilities.

12. Non-Profit Developer's Allowance (NPDA): This may be paid only when the developer is a non-profit organization, and the project will be owned and operated on a non-profit basis. You may not claim this fee and also claim the Developer's Fee in line 42. (See Section 5.05 of the CPM and the Design Handbook for more on the NPDA).

16. Interim Interest: The CDOL will edit the total of this line item to ensure that it is equal to the total interim interest for all construction loans entered in Section B of this Exhibit.

20. **Not applicable** - LIHC/SLIHC Application Fee: The CDOL will calculate this field by entering a \$3,000 fee for **each** tax credit program requested on the Application.

21. **Not applicable** - LIHC/SLIHC Credit Allocation Fees:

- 9% LIHC and/or SLIHC Applicants: The CDOL will calculate this field by entering an 8% of first year's allocation fee for each request (calculated pursuant to Section 2040.3(c) of DHCR's Qualified Allocation Plan (QAP).

22. Other DHCR/HTFC Fees:

- Applicants requesting DHCR/HTFC construction financing should refer to Section 5.12 of the CPM for guidance on construction financing fees.

23. Other Soft Costs: If you enter an amount for other soft costs in this line, such as costs for preparing a Phase I Environmental Site Assessment or other environmental study, specify the cost(s) in the space(s) provided. Click the 'add' button to add more lines if necessary.

24. Total Soft Costs: This line will be calculated by the CDOL.

C. Construction Costs (lines 25 – 43):

Enter the projected cost for each applicable construction line item. "Lump sum" totals are not allowed. Items such as off-site work, demolition, builder's profit, overhead, general requirements, etc. must be specified. Appliances, if part of the construction contract, should be included in the line item of the space in which they will be installed - for example, the cost of stoves for individual residential units would be placed in line 31 - Residential.

25. Site Work: the cost of site preparation.

26. Off-Site Work: DHCR/HTFC Programs will only fund off-site costs directly associated with the project. Contact your regional office in advance of application submission if you have questions regarding this line item.

27. Demolition: Only demolition that takes place on the project site is an eligible cost.

28. Environmental Remediation: Include asbestos removal; lead-based paint hazard control and other environmental remediation costs in this line.

29. Other Construction Costs: Specify any costs entered on this line item in the space(s) provided. Click the 'add' button if more lines are required.

30. Subtotal – Site Preparation: CDOL will calculate this line.

31 – 33. Residential, Community Service Facility or Civic Space, Commercial Construction: Only one of these lines will be open for data entry, depending on which budget you are completing.

35. Performance Bond Premium: Generally between one and two percent of Line 36 (Subtotal Contractor's Costs).

36. Subtotal Contractor's Costs will be calculated by the CDOL.

37. General Requirements: A maximum of six percent of line 36.

38. Builder's Overhead: A maximum of four percent of line 36, unless the application is proposing Project-Based Section 8 assistance, in which case, this line may be a maximum of two percent.

39. Builder's Profit: A maximum of ten percent of Line 36, unless the application is proposing Project-Based Section 8 assistance, in which case, this line may be a maximum of six percent.

40. Total Construction Costs: CDOL will calculate this line.

41. Project Contingency: The amount to be set-aside for all construction-related costs and estimates that represent an amount which is up to five percent (for new construction projects), or ten percent (for rehab or small projects) of the sum of lines 24 (Total Soft Costs) and 36 (Subtotal Contractor's Costs).

42. Developer's Fee: This fee can only be claimed on retail, commercial or community service facility construction. It is limited to a maximum of ten percent of the sum of line 3 (total acquisition) plus a maximum of 15% of the sum of lines 24 (Total Soft Costs), 40 (Total Construction Cost) and 41 (Project Contingency). Be aware that if the project is being developed jointly by a non-profit and a for-profit developer, **the budget may not reflect both this fee and the NPDA on line 12.** A single developer's fee may be claimed for any given project, and division of the fee is subject to negotiation between the parties. (See Section 5.05 (vii) of the CPM for more on the NPDA). Note that CIF funds may not be used for payment of the developer's fee.

43. Total Development Cost (TDC). This line will be calculated by CDOL.

D. Working Capital (lines 44 – 48):

Enter all operating costs from the time of substantial completion through the first six months of project operation, including, but not limited to: real property taxes, insurance, utility fees, management fees, advertising and marketing.

Not applicable - HTF Applicants: This program may establish a working capital fund for itemized and approved costs of up to two percent of the project's Total Development Costs (line 43).

Not applicable - HOME Applicants: Eligible costs for projects that are new construction/substantial rehabilitation include the cost of funding an initial operating deficit (working capital) to meet any shortfall in project income during the period of rent-up, which may not exceed 18 months. **HCR will not fund the purchase of furniture and equipment with HOME funds.**

44. Initial Operating Deficit: Enter the estimated shortfall between operating expenses and operating income from the time of initial rent-up through full rent-up for a period not to exceed 18 months. Expenses should include all applicable debt service.

45. Supplemental Management Fee and Marketing: Enter the costs for management and marketing fees from initial rent-up through full rent-up for a period not to exceed 18 months.

46. Purchase of Maintenance and Other Equipment: Enter any estimated amounts necessary to purchase needed and appropriate maintenance and other equipment. Provide an itemized list in the space(s) provided. Click

the 'add' button if more lines are needed.

47. Other Working Capital: specify costs in the space provided. Click the 'add' button if more lines are needed.

48. Total Working Capital: This line will be calculated by the CDOL.

E. **Not applicable** - Project Reserves: (lines 49 through 53):

49. **Not applicable** - Capitalization of Operating Reserve: The Operating Reserve may be capitalized only from LIHC or SLIHC proceeds equity or from a non-DHCR/HTFC source. All projects with LIHC and/or SLIHC must fund an operating reserve based upon a minimum investment of the lesser of one percent of the project's TDC (line 43), or 50% of gross rents.

50. **Not applicable** - Capitalization of Replacement Reserve: **Any project that includes LIHC and/or SLIHC must capitalize a replacement reserve equal to \$1,000 per unit in the project development budget.** Equity proceeds and/or HTF may be used to fund the replacement reserve capitalization. HOME funds may NOT be used to fund the replacement reserve. In a HTF standalone project (i.e., one without tax credits), a replacement reserve is not required, but the project may be permitted to capitalize a replacement reserve if the project's operating economics cannot support the annual contribution required for HTF standalone projects.

A replacement reserve is used to replace major items and systems over the life expectancy of the building, including but not limited to: flooring, appliances, plumbing fixtures, heating equipment, roof systems, windows, doors, cabinetry and site apparatus.

51. **Not applicable** - Reserve for Adapting Units: DHCR/HTFC will recognize the capitalization of up to \$4,000 per unit to be set aside to cover the post-construction cost to fully adapt an accessible residential unit to meet the specific needs of a prospective handicapped household. See Section 5.05 of the CPM for further information.

52. **Not applicable** - Enter the amount of capitalized reserves other than those in lines 49 – 51 above.

53. Total Project Reserves: this line will be calculated by the CDOL.

54. Total Project Costs: This line will be calculated by the CDOL.

Exhibit 4 – Rents/Maintenance Fees & Affordability

NOTE: This Exhibit cannot be completed in the CDOL system but it is required for all CIF projects and is available as part of Attachment F16 – Affordability Plan and Operating Budgets. All residential units in the project must be recorded on this Attachment, including those which are being financed by sources other than DHCR/HTFC, and units set aside for occupancy by a building superintendent/resident manager.

Exhibit 5 – Operating Budget

NOTE: This Exhibit cannot be completed in the CDOL system but it is required for all CIF projects and is available as part of Attachment F16 – Affordability Plan and Operating Budgets. You must complete two budgets, one for the residential and one for the non-residential units.

Exhibit 6 – Development Timetable

A1. **Development Track Indication:** Select the development track that the project will follow from the drop-down menu. If you select “construction financing with competitive bidding,” you will be required to submit bid documents to DHCR/HTFC.

A2. **Additional Approvals:** Select each type of approval that the project requires in addition to the standard approvals listed in A3 of this Exhibit. If no additional approvals are necessary, select ‘N/A’. If you select ‘Other’, specify the required approval in the space provided. Each approval that you select will be added to A3 of this Exhibit – the Development Timetable.

A3. **Development Timetable:** Please read all of the instructions below before completing this Table.

Activity/Approval: Under this column is a list of activities and approvals typically required for DHCR/HTFC-financed projects, as well as any additional approvals selected in A2 of this Exhibit. Click on the ‘edit’ button to the right of each required approval and provide the requested information.

Status: Select ‘approved’ or ‘pending’ or ‘not applicable’ from the drop-down list to indicate the current status of the activity/approval.

Contact Person/Phone #: Enter the name and phone number of a person from the applicable organization who can verify the status of the approval.

Completion Date: Enter the month and year (mm/yyyy) that you anticipate the action or approval to be completed/approved, or that the approval was issued.

Please review the following guidelines regarding several of these activities/approvals:

1. **HTFC Board Approval** – The CDOL will display a pre-set completion date which may be changed if necessary. For Early Award applications, enter an HTFC Board Approval date of December 2012. For non-early award UF applications, enter March 2013.

2. **HTFC Funding Commitment** – You should enter a completion date for this approval which is approximately 45-60 days after the HTFC Board Approval date.

16. **Contract Document Submission** – Allow a minimum of 45 business days for review and approval of bid documents. All applicants must submit contract documents prior to loan closing.

20. **Rent-Up Conference** – The rent-up conference is to be held between the project owner/manager and DHCR Office of Housing Management staff. 90-100 days prior to construction completion.

22. **Construction Completion/Certificate of Occupancy (C of O)** – This is the anticipated construction completion and c of o date.

24. **Cost Certification/Audit/Close-Out Document Submission** – Must occur within 60 days of the permanent financing closing. (NOTE: For projects anticipating combining this step with permanent financing closing, documents must be received 30 days prior to the closing date).

25. **Permanent Financing Closing** – Must occur within 60 day after construction completion/c of o date.

Exhibit 7 – Development Team’s Relevant Experience

This Exhibit must be completed by the project developer, owner, and management agent. If the applicant is a not-for-profit organization, this Exhibit must also be completed by the housing consultant, the general contractor and the architect, if identified. Provide the required information for each similar project that the developer has participated in during the past ten years, or until the applicant (developer) has reached the maximum obtainable score (See RFP for information on scoring). Include only those that are similar in construction type, size, scope, population served, financing and tenure.

If the Applicant has used the CDOL before, this page will display similar projects that were entered on previous CDOL applications. You may choose to ‘include’ a project by clicking on that option. The CDOL will return the project details. Verify the information, then scroll down and select the team member and their role(s) in the project, and click ‘Submit’.

To add similar projects for development team members, click ‘add’. Provide the requested information.

Similar Project Details

1. Project Name: Enter the name of the similar project.
2. Total Project Cost: Enter the total project cost of the similar project.
3. SHARS ID: If the project was funded by DHCR/HTFC, enter the eight-digit SHARS ID Number assigned to the project.

If the project was funded by DHCR/HTFC, and you have entered a SHARS ID for line 3, do not complete the remaining items (4 – 9) on this page. Instead, go on to complete the Development Team Members section, and click ‘submit’. The page will be redisplayed in a grid. To add another similar project, click ‘add’.

If the similar project did not receive DHCR/HTFC funding, complete items 4-9.

4. Project Use: Select from the drop-down list the similar project’s use:
 - a. Condominium/Cooperative
 - b. Multi-Family Residential
 - c. Multi-Family Residential/Civic
 - d. Multi-Family Residential/Commercial
 - e. Multi-Family Residential/Civic/Commercial
 - f. Commercial
 - g. Civic/CSF
5. Project Type: Select the type of construction involved in the similar project (new construction or rehabilitation).
6. Role: Select the role(s) that the team member played in the similar project.
7. Construction Start Date: Enter the month and year of construction start for the similar project.
8. Percent Completed: Enter the estimated percentage of construction completion.
9. Number of Units: Enter the number of units in the similar project.
10. Population Served: Provide a brief description of the type of population served, for example: frail elderly or large families.

Select the Development Team member who participated on this similar project, and select the role(s) that member played.

When all required fields have been entered, click 'submit'. The page will be redisplayed as a grid. Click the 'add' button to add another similar project.

Exhibit 8 – Site and Building Information

General Instructions: Please read the following before completing this Exhibit.

1. Section A must be completed for **each site** in the project.
2. Section B must be completed for **each building which will exist upon completion** of the project.

A. Site Information

Complete this section for each site in the project.

1. Site Basics

a. Indicate whether or not the site is vacant land.

b1. If you answered no to 1a, enter the number of buildings on the site.

b2. If applicable, enter the number of non-accessory buildings on the site which will be demolished.

c. Tax Parcel Data for Vacant Land or Land which will be Vacant After Demolition: If the site is vacant land or it will be vacant land after demolition of existing buildings, provide the site's tax parcel(s) in the space provided. For sites located in one of the five boroughs of New York City, enter the Block, Lot and Easement Code (B/L/E) assigned by the City. For other locations in New York State, enter the Section, Block and Lot Number(s) (S/B/L) for the site assigned by the County.

d. Site Address: Enter the street address, municipality and zip code for the site.

2. Site Area and Zoning

a. Enter the total site area and indicate whether the area is in acres or square feet.

b. Enter the current zoning classification.

c. Enter the minimum site area for proposed project to meet local zoning regulations, and indicate whether the area is in acres or square feet.

3. Special Site Locations/Designations

Select each box corresponding to a correct statement about the site. Select 'i. Not Applicable', if none of the statements apply.

NOTE: If the 'flood plain' box is not checked, the applicant is representing that it can demonstrate through the submission of maps or other documents that the site for the proposed project is not in a flood plain.

4. Site Utilities

Complete the Table for each utility listed.

Source: Choose either public or commercial.

On-or Off-Site: Choose either on-site or off-site.

Distance from Site: If applicable, enter the utility's distance from the site in feet.

5. Unusual Site Features

Select each unusual site feature present on the site. If no unusual features are present, select 'j. Not Applicable.'

6. Existing Structures/ Facilities/ Parking

a. Describe any accessory structures on the site, including their size. If there are none, select 'N/A.'

b. Describe any recreational facilities on the site. If there are none, select 'N/A.' (Family projects must have adequate space to accommodate an on-site play area).

c. Site Parking: Select each applicable statement. Enter the number of spaces and the total parking square footage, if applicable.

7. Site Suitability

a. Indicate whether or not the area is free of hazardous materials, and is not in proximity to incompatible adjacent uses, or facilities which may present problems with noise or aesthetics, such as an airport, railroad tracks, or a landfill.

b. If you answer no to 7a, provide a description of the hazardous materials, and/or incompatible uses or facilities in the space provided.

c. Indicate whether or not the site is directly accessible from a public road.

8. Proximity of Support Services

a. Indicate whether the site is in an urban or non-urban area. (See the CPM Glossary for the definition of 'urban').

b. Select the primary project occupants. If you choose other, specify the type of occupants.

c. Distance to Support Service: For each service listed, select the option which best describes its proximity to the site.

Upon completing this page, the page will redisplay with the site numbered and listed at the top. If you have more than one site, complete the page again for the additional sites.

A1. Buildings to be Demolished

This section is applicable only if you indicated in the previous section that there were non-accessory buildings on the site(s) that were to be demolished.

1. Click on the 'add' button to the right of the applicable site.

2. Current Tenure: Select the applicable tenure type of the building: residential, non-residential, or mixed residential/ non-residential.

3. Enter the number of occupied residential and/or non-residential units in the building.

4. Repeat for each building to be demolished.

B1. Building Characteristics

Select the site you want to work on from the drop-down list. **Complete this section for each building which will exist upon project completion.**

1. Type of Activity Proposed

Select the type of activity proposed for the building.

2. Existing Building Characteristics

Complete this **ONLY** if the activity proposed is rehabilitation or acquisition of an existing building.

a. Enter the street address, including municipality and zip code.

b. Enter the approximate date the building was constructed.

c. Enter the tax parcels for the building (NYC – block/lot/easement; elsewhere in NYS, S/B/L)

d. Select the option which describes building's most recent use. If you select 'Other', specify the use in the space provided.

e. Enter the number of current residential units.

f. Enter the number of current non-residential units.

3. Occupied Units

a. Indicate whether any of the units in the building are occupied.

b. Enter the number of occupied residential units, if applicable.

c. Enter the number of occupied non-residential units, if applicable.

d. Indicate whether relocation of residential and/or non-residential tenants will be required, and enter the number of tenants of each type who must be relocated.

4. Building Use Upon Completion

Complete this Section to describe the building **upon completion**.

a. Building Use: Select each applicable box which describes how the building will be used upon completion. If choices 1 – 5 do not describe the use, select 'other', and describe the proposed use.

b. Residential Tenure Type: Select the option which describes the building's residential tenure type upon completion. If choices 1 – 5 do not describe the use, select 'Other', and describe the proposed tenure type. If there are no residential units in the building, select 'N/A.'

5. Building Units Assisted by HTFC/DHCR

1. Indicate the number and sq. footage of all residential and non-residential units in the building.
2. Repeat, but only for those units which will be funded by DHCR/HTFC.

6. Building Details

- a. Enter the number of floors which will exist upon completion of the building.
- b. Select the building's structure type upon completion. If 'Other' is selected, describe the type in the space provided.

7. Items in Rent/Carrying Charge

- a. Equipment: Select each item which is included in the rent or carrying charge. If there is an item not listed, select 'Other' and specify the item.
- b. Services: Select all services which will be included in the rent or carrying charge. If applicable, specify the type of heat and hot water to be provided. If there is an item not listed, select 'Other' and specify the item.
- c. Parking: If parking is to be included in the rent or carrying charge, select the applicable type(s). If 'Other' is selected, describe in the space provided.

8. Tenant-Paid Utilities

Select each item that will **not** be included in the rent or carrying charge. If 'Other' is selected, describe in the space provided.

B2. Building Space Breakdown

Select the site from the drop-down menu. Select the building that you wish to work on by clicking 'edit.'

A. Dwelling Units:

Click the 'add new dwelling unit' button. If the project includes units with the same number of bedrooms but varying square footages, be sure to enter each of those sized units separately. Select the unit size (number of bedrooms) from the drop-down menu, and enter the square footage of these units, and the number of units at this size, and with the same square footage. Repeat this step for all residential units in the building. As you update each building, the CDOL will calculate the total square footage for each unit size/square footage combination, as well as the total square footage of all residential units in the building.

B. Common Area Space Breakdown

Click on the 'edit' button to the right of each category of common space that will be included in the building. Enter the total square footage for that space. CDOL will calculate the total common area space.

C. Non-Residential Space Breakdown

Click on the 'edit' button to the right of each category of non-residential space that will be included in the building. Enter the total square footage for that space. CDOL will calculate the total non-residential space.

As sections are completed, the CDOL will display a running total of the total gross floor area for the building.

Exhibit 9 – LIHC/SLIHC Qualified Building Information

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Exhibit 10 – LIHC/SLIHC Project Summary

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

D. Capital Project Attachment Instructions

Listed below are the instructions for completing the Application Attachments. The applicant should refer to the **Unified Funding Capital Project Application Attachments Checklist** to determine which attachments are required for each program.

The applicant should title each attachment, and use letters to label them, as indicated in the **Application Attachments Checklist**. If an Attachment is not applicable, include a title page and the words “Not Applicable”. Any attachments which are too large to be bound into the application submission may be left unbound but must be submitted with the application. All attachments must be titled, dated, and have the applicant's and project's name and site address located at the top right corner of every first page.

Attachments A1 – A6 – Project Readiness

Attachment A1 – Evidence of Site Control

In order for a project to be considered eligible, all applicants must provide evidence of site control for all sites/buildings in the project. Any site control documentation which includes an offer and acceptance, such as a contract of sale, option or lease must be in the name of the Applicant, be legally binding at time of application and must include signatures of all required parties in order to be considered acceptable documentation of site control. **Any application that does not include proof of site control in one of the following forms will be considered incomplete and will not be reviewed further.** Acceptable forms of site control, in order of preference, are:

- A deed evidencing ownership by the applicant;
- A title report not more than 90 days old at the time of application submission showing that the applicant holds title;
- A signed contract of sale between the applicant and the property owner which describes the terms and conditions for the conveyance of the title at a designated price during a specific period which is renewable or with a term expiring no less than six months from the date of the application deadline for the funding round;
- A signed option to purchase between the applicant and the property owner which is renewable or which contains a term that continues the option at least six months beyond the funding round application deadline date. For HOME projects, purchase options must be conditioned on completion of HUD environmental review prior to closing;
- A local Land Disposition Agreement between the project municipality and the applicant;
- A letter from a public agency offering the site(s) to the applicant under specified conditions within a timeframe that is consistent with the information provided in the proposed Development Timetable (Exhibit 6);

- A letter from the New York City Department of Housing Preservation & Development (NYC HPD) to the applicant which specifies an expiration date at least six months beyond the date of the application deadline for the funding round and which clearly matches the property(ies) identified in Exhibit 8 (Site & Building Information) and the project plans. (Please see the NYC HPD Site-Control Guidelines below for more information regarding the use of HPD-owned sites); or,
- A signed lease with a term that is equal to the regulatory period for the applicable program(s) having the applicant as lessee.

NYC HPD Site-Control Guidelines

The NYC HPD has provided the following guidelines regarding the use of City-owned sites/buildings by applicants to DHCR/HTFC.

- Site control for City-owned sites must be secured by submitting a request to the NYC HPD through its Request for Proposals/Request for Qualifications (RFP/RFQ) process. Applicants will be required to identify all sources of proposed project financing. Further information on the RFP/RFQ process, including current deadlines, is available at HPD’s website:

<http://www.nyc.gov/html/hpd/html/developers/developers.shtml>.

- Successful RFP/RFQ applicants will receive a Negotiations Letter from HPD stating HPD’s intent to commence negotiations with the applicant, and setting forth information on programs and procedures. HPD will notify DHCR/HTFC of the successful applicants.
- NYC HPD Negotiations Letters which are received before the application deadline for the current funding round should be included as Attachment A1. Otherwise, HTFC/DHCR will rely on HPD for information on site control of City-owned properties.

Attachment A2 – Zoning Compliance

Zoning Compliance: All applicants must submit documentation from officials of the municipality in which the project is located confirming that the project site is zoned to permit construction of the project as proposed in this application, or that action to receive the required zoning change/variance/approval is in progress and the project is eligible for all necessary zoning changes/variances/approvals. If there is no zoning in the project municipality, submit a statement from the municipality, the project attorney, or the project architect stating this.

Attachment A3 – Public Approvals

Local Approvals:

Submit documentation that action to receive all applicable public approvals listed below, as well as any other necessary approvals not listed, is in progress and the project is eligible for all pertinent approvals (if the approval(s) was not already obtained). See also, Attachment A6 - Environmental Approvals, for additional attachment requirements.

Uniform Land Use Review Procedure (ULURP) – NYC Projects Only: If you indicated in Exhibit 6 (Development Timetable) of this application that the project must undergo ULURP provide documentation and/or an explanation of steps taken to receive all necessary approvals and documentation that project is eligible to receive such approval(s).

Site Plan Approval: If you indicated in Exhibit 6 (Development Timetable) of this application that the project requires approval of the site plan, submit evidence and/or an explanation of steps taken to receive all necessary approvals.

Urban Development Action Area Program (UDAAP) – NYC Projects Only: If you indicated in Exhibit 6 (Development Timetable) of this application that the project is seeking a UDAAP designation, submit evidence and/or an explanation of steps taken to achieve this designation.

Subdivision Approval: If you indicated in Exhibit 6 (Development Timetable) of this application that the project requires approval of a subdivision submit evidence and/or an explanation of steps taken to receive all necessary approvals and documentation that project is eligible to receive such approval(s).

Community Board/Planning Board Approval: If approvals are required from the community board or local planning board submit evidence and/or an explanation of steps taken to receive such approvals and documentation that project is eligible to receive such approval(s).

Village/Town/City Council Approvals: If you indicated in Exhibit 6 (Development Timetable) of this application that the project requires approval by a village, city or town council, submit evidence and/or an explanation of steps taken to receive all necessary approvals and documentation that project is eligible to receive such approval(s).

Payment In Lieu of Taxes (PILOT) or Tax Abatement: If you indicated in Exhibit 6 (Development Timetable) of this application that the project is seeking a PILOT and/or tax abatement submit evidence and/or an explanation of steps taken to obtain the PILOT or tax abatement and documentation that project is eligible to receive the PILOT and/or tax abatement.

Utility Hook-Ups: If the project needs local approvals for utility hook-ups submit evidence and/or an explanation of the steps taken to obtain such approvals and documentation that project is eligible to receive such approval(s).

Other

Redevelopment/Restructuring of State or Federally-Assisted Existing Public Housing: If the project involves redevelopment or restructuring of existing state-assisted public housing units, or Federally-assisted units under the HUD HOPE VI Program, include documentation of any approvals which have been secured from supervisory agencies regarding the restructuring and redevelopment plans.

Provide documentation of any other known required public approvals.

Attachment A4 - State Historic Preservation Office (SHPO) Submissions

All applicants, must complete the SHPO Project Review Cover Form found at:

<http://nysparks.state.ny.us/shpo/environmental-review/documents/ProjectReviewSubmissionCoverForm.pdf>

Submit the complete form to the State Office of Parks, Recreation and Historic Preservation for eligibility review prior to submitting this application to DHCR/HTFC.

Applicants proposing projects on sites with existing structures which will be rehabilitated or removed must also complete and submit to the State Office of Parks, Recreation and Historic Preservation a completed Historic Resource Inventory Form for each existing structure prior to submission of this application to DHCR/HTFC. The Form can be found at: <http://nysparks.state.ny.us/shpo/national-register/documents/NRApplicationInventoryForm.pdf>

Both of the forms referenced above should be submitted to SHPO accompanied by the SHPO Transmittal Letter (Section III, Attachment A4) provided by DHCR.

Submit a completed SHPO Transmittal Letter, SHPO Project Review Cover Form, and, if applicable, Historic Resource Inventory Form(s) as Attachment A4. If you have already received a response from SHPO prior to the submission of this application, also include a copy of that document with this attachment.

Attachment A5 – State Environmental Quality Review (SEQR) Submissions

All applicants **must** attach a copy of the **signed** Short Environmental Assessment Form (EAF) in order to comply with SEQR procedures. A version of this form can be filled out online and then printed for signature. The form can be located at: http://www.dec.ny.gov/docs/permits_ej_operations_pdf/shorteaf.pdf.

If another organization/agency has assumed the lead agency designation for coordinated review, submit a copy of the Executive Summary of the EAF, and attach a letter from the lead agency which identifies HTFC as an involved agency. The full EAF can be found online at: http://www.dec.ny.gov/docs/permits_ej_operations_pdf/longeaf.pdf.

If any Phase 1 Environmental Site Assessments (ESA)/reports were completed in the past year, submit a copy of the Executive Summary of these documents. DHCR reserves the right to request full copies of the ESA/reports.

Attachment A6 - Environmental Approvals

If your project involves any of the following, you must include documentation that approvals are being sought, or have been obtained:

Archaeological Survey: If you indicated in Exhibit 6 (Development Timetable) of this application that the project requires performance of an archaeological survey, submit evidence and/or an explanation of steps taken to have the survey completed.

Flood Plain/Waterfront/Coastal Zone Approval: If you indicated in Exhibit 6 (Development Timetable) of this application that the project requires approvals related to flood plains, waterfronts, or coastal zones, submit evidence and/or an explanation of steps taken to receive all necessary approvals.

State Pollutant Discharge Elimination System (SPDES) Permit/SPDES General Stormwater Permit: If you indicated in Exhibit 6 (Development Timetable) of this application that the project requires a SPDES Permit or a SPDES General Stormwater Permit, submit evidence and/or an explanation of steps taken to obtain the permit. Information and forms can be found at: <http://www.dec.ny.gov/permits/6054.html>

Attachments B1 – B13 – Project Design/Construction & Site Suitability

Attachment B1- Outline Specifications

The applicant must submit written preliminary specifications based on the HUD Contractor Outline Specifications (HUD Form 5087) or the Construction Specification Institute's (CSI) format division of work items, and must list and describe all work to be performed and the type of materials to be provided. When completing this attachment, applicants proposing Green Building and Energy Efficiency measures, should clearly identify the use of Energy Star appliances and/or fixtures, Energy Star HVAC, air conditioning or other energy modifications that produce the same or comparable energy efficiency or savings. These items must be addressed when completing this Outline Specifications Form.

Specifications for projects requesting funding from all DHCR/HTFC Programs must be prepared by an architect or an engineer licensed to practice in New York State.

See Section III, Attachment B1, for a fillable form in an approved format.

Attachment B2 – Construction Cost Estimates

The applicant must attach a construction cost estimate by major trade items, including estimated costs for general requirements, builder's overhead, and builder's profit. The estimate must be prepared by a construction cost estimator or builder.

If the project is made up of multiple buildings and/or sites with variable scopes of work, a separate construction cost estimate for each building/site must be submitted.

If the consultant's cost estimates are five percent above or below those submitted by the applicant, the consultant's estimates will be used in scoring the project and reviewing its feasibility. In some instances, DHCR/HTFC may engage a consultant cost estimator.

Only those off-site costs directly associated with the project will be considered eligible for DHCR/HTFC funding. See Section III, Attachment B2, for a fillable form in an approved format.

Attachment B3 – Preliminary Plans

All applicants must submit the following preliminary design documents in PDF format. If the project is made up of multiple buildings and/or sites with variable scopes of work, separate preliminary plans for each building/site **must** be submitted.

All projects must provide preliminary plans prepared by an architect or engineer licensed to practice in New York State. For all projects, the following documents must be submitted:

A. Site Plan:

1. use scale 1 inch = 20 feet or larger;
2. use a North arrow;
3. show locations of all existing building(s), roadway(s), parking area(s), utilities, plantings, etc.;
4. show existing site restrictions, including set-backs, rights of way, boundary lines, etc.;
5. show all proposed changes to building(s), roadway(s), parking, utilities, plantings, etc.;
6. show zoning classification;
7. show notations of all new and existing materials;
8. show boundaries of any unusual site features, e.g., 100-year flood plain, wetlands, bedrock outcroppings, etc.; and,
9. show existing and proposed site slopes and approximate grade elevations.

B. Floor Plan(s):

1. use scale 1/8 inch = 1 foot or larger;
2. use a north arrow;
3. show all proposed changes to building components identifying removals and new construction;
4. show room/space designation;
5. show occupancy classification;
6. show building construction classification;
7. show fire area allowances;
8. New York City projects must include zoning calculations;
9. New York City projects must indicate which code and chapter the project is designed under;
10. show gross building square footage and gross dwelling unit square footage;
11. show general notes identifying all new and existing materials; and,
12. show any deviations that were allowed by an official code variance.

C. Elevations:

1. use scale 1/8 inch = 1 foot or larger;
2. show existing elevations of buildings (if applicable);
3. show all new conditions of building exteriors;
4. show general notes identifying all existing and new materials;
5. show overall building height dimensions; and;
6. show finished floor height dimensions.

D. Wall Sections:

1. use scale 3/4 inch = 1 foot or larger;
2. show construction system;
3. show ceiling heights; and,
4. show window dimensions.

Please Note:

DHCR/HTFC will review the preliminary design documents, together with outline specifications and construction cost estimates for cost reasonableness.

Attachment B4 – Site Photographs

Provide six color photographs of the site and a site plan with arrows that indicate where the photographer was standing as follows:

1. facing the front of the site;
2. facing the rear of the site;
3. a view from the site looking east;
4. a view from the site looking west;
5. a view from the site looking north; and,
6. a view from the site looking south.

Attachment B5 – Map of Primary Service Area

This attachment is required for all applications, with the exception of seed money applications. Attach a map of the project neighborhood. Identify the project site as well as necessary services located within one-half mile of the site, such as: retail stores, schools, bus/subway lines, municipal services, libraries, pharmacies, and health facilities. In addition, identify the locations of any nearby recent capital investments and other low-income housing projects.

Site suitability is primary threshold criterion and is an important factor in considering project feasibility. At a minimum, the site must meet the following requirements:

Requirements for Low-Income Housing Project Sites in Urban Neighborhoods:

1. The site must be free of hazardous materials and incompatible adjacent uses. There must be no environmental conditions that would significantly impair the intended residential purpose;
2. The site must have adequate space to accommodate local off-street parking;
3. The site must be relatively level and of **no greater size than is necessary to accommodate the proposed project;**
4. The site must have power, telephone, water and sewer connections adjacent to the site; and,

5. The site must be accessible to local public transportation, or be within walking distance of community services, retail establishments, and a grocery store.

Requirements for Low-Income Housing Project Sites in Non-Urban Areas: In addition to the requirements set forth in items 1 through 3 above, the following requirements apply:

1. The site must have the capacity to provide a cost-effective on-site water and/or septic system if public utilities are not in place;
2. If the project is targeted for occupancy by families, the site must be located within five miles of a municipality that provides community services, retail establishments, and a grocery store;
3. If the project is targeted for occupancy by families, the site must have adequate space for an on-site play area for children;
4. If the project is targeted for occupancy by elderly households, the site must be located within a community, and the community must have local public transportation or be within one-half mile of essential services, including a grocery store; and,
5. The site must be directly accessible from a public road.

Attachment B6 – Physical Needs Assessment

Applicants requesting funding to rehabilitate an existing structure must complete and submit the Physical Needs Assessment. **This document does not apply to new construction projects.** This attachment is comprised of two Sections: Part A – Project Information/Credit Recipient Certification and Part B – Architect/Engineering Firm Certification.

Part A – Project Information/Credit Recipient Certification:

Not applicable. This certification must be completed, signed, dated and submitted at each of the following stages:

Not applicable. at application;

Not applicable. at allocation (binding commitment and/or carryover); and,

Not applicable. at project completion, when applying for an IRS 8609 issuance and/or SLIHC eligibility statement.

Part B – Architect/Engineering Firm Certification:

This form and certification must be completed and submitted at the following stages:

at application; and,

at project completion, when applying for an IRS 8609 issuance and/or SLIHC eligibility statement.

See Section III, Attachment B6, for these forms.

Attachment B7 – Energy Efficiency Initiative Documentation

If applying under the Energy Efficiency Initiative (under HTF and HOME or seeking scoring points under LIHC and SLIHC) provide the document(s) as indicated in the RFP verifying participation in the program and submit as Attachment B7.

Attachment B8 - Energy Efficient Construction Costs

If applying under the Green Building Initiative and/or the Energy Efficiency Initiative, complete the Energy Efficient Construction Costs Worksheet. Please note this is for informational purposes only.

See Section III, Attachment B8 for this fillable worksheet.

Attachment B9 – Green Building Criteria Checklist

Applicants must complete Green Building Criteria Checklist if applying for the Green Building Initiative. All documents required under this checklist are to be included as part of this attachment.

See Section III, Attachment B9 for this fillable checklist.

Attachment B10 - Visitable, Accessible and Fully Adapted Units

Applicants must submit the Visitable, Accessible and Fully Adapted Units questionnaire for each project building. If **all** buildings in the project have the same number of units, unit configuration and elevator status, a summary sheet showing the **project totals** may be submitted in lieu of separate questionnaires.

Following the fillable questionnaire, applicants must include documentation that:

1. there is sufficient demand for the number and type of units proposed by eligible households with at least one person who is mobility-, hearing- or vision-impaired;
2. an experienced service provider has provided a written commitment to refer a sufficient number of households with at least one person who is mobility, hearing or vision impaired to occupy the fully-accessible and – adapted units; and,
3. an experienced service provider has provided a written commitment to offer appropriate services to tenants with these impairments.

See Section III, Attachment B10 for this fillable questionnaire.

Attachment B11 – Soils Boring Report

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment B12- Evidence of Architect's/Engineer's Insurance

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment B13 – HTFC Physical Needs Assessment/Life Cycle Analysis/ Replacement Reserve Cash Flow Analysis

The instructions for this attachment are located on the applicable forms.

Attachment C1 – Community Impact/Revitalization Support Documentation

Local Planning Documents Identifying Need in the Community: For each planning document identified in Exhibit 2, Table 2A (Documentation of Community/Housing Needs) of this application, submit only those document pages which are relevant to the existence of community needs, and/or which demonstrate a direct relationship to the project's impact on those needs. Clearly identify each planning document submitted.

DO NOT attach the New York State Consolidated Plan.

Evidence of Local Support: Submit documentation that demonstrates local support for the project, such as copies of letters from local officials explaining the project's relationship to the community's affordable housing needs, or detailing local actions that have been taken or will be taken in support of the project.

Attachment C2 – Market Demand

Applicants must provide a market analysis or a professional market study. **Applications that do not include a market study or market analysis as described below will be deemed incomplete and will not be reviewed further. Please see the Underwriting Considerations, in Section IV. A of the CIF RFP and Attachment F15 of the Application for specific market analysis requirements.** Professional market studies must be prepared by a market analyst which has been pre-qualified by DHCR in accordance with the guidelines detailed in the CPM. A listing of pre-qualified market analysts can be found on the DHCR website at: <http://www.nyshcr.org/Funding/UnifiedFundingMaterials/2013/PreQualifiedMarketAnalystsList.pdf>

Attachment C3 – Public Housing/Section 8 Waiting List/Referral Documentation

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment D1 – Appraisal

Appraisals are required for any individual site with acquisition costs of more than \$100,000. If the acquisition costs of a site exceed \$250,000, two appraisals may be required. An appraisal will also be required regardless of the acquisition costs if there is an identity of interest between project participants and the seller.

Refer to Section 5.03 of the CPM for more information on appraisals.

Attachment D2 – Operating Budget Documentation

The following items must be submitted as Attachment D2:

1. documentation of expected utility expenses from either the local utility company or the project architect;
2. documentation for any tenant-paid utilities;
3. a quotation from an insurance agent/company for all required insurance items; and,
4. evidence of any tax abatement or payment-in-lieu-of-taxes (PILOT) agreement proposed or approved by the municipality having jurisdiction over the project. Evidence must include a letter from the municipality's tax assessment office, indicating the nature and duration of the proposed tax relief, the method used for determining valuation, the estimated full taxes on the completed project, the estimated percentage of relief, and the status of the relief (under review, approval pending, approved, as-of-right, etc.)

If no tax abatement/exemption is to be granted, submit an estimate of the taxes from the local tax assessor's office. If supporting documentation for this attachment exists elsewhere in the application, cite that location.

Applicants for projects in New York City must submit evidence that their proposals are eligible for consideration under an applicable New York City tax abatement program.

Section 581A of the New York State Real Property Tax Law requires assessors to assess affordable housing

projects under the income approach method, excluding tax credits, subsidized mortgage financing and project grants. This law was intended to benefit applicants and owners outside of New York City. Applicants with projects which could benefit from this statute should review the documentation on the DHCR website which provides additional details on the provisions of the law and the process which applicants can follow to seek benefits under this law.

Refer to Section 5.06 of the CPM for further information on expense documentation.

Attachment D3 – Funding Commitments

If funding from sources other than DHCR/HTFC is necessary, you must submit evidence that each source is interested in providing construction and/or permanent funding or rental assistance for the project. Be sure to submit letters from funding sources for each type of development budget included in the project (residential, community service facility, commercial and/or community space). Applicants proposing mixed-use buildings should refer to Section 5.08 of the CPM for additional information.

Firm commitments are best, but you may submit letters of interest. Also provide documentation of any funding applications already submitted. If a construction lender is willing to enter into a loan participation agreement for the purposes of administering the construction financing, the commitment letter should indicate that. If the application contains supporting information for this attachment, cite the location.

Attachment D5 – Preservation Project Information

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment E – Support Services for Tenants who are Persons with Special Needs, Persons who are Elderly and/or Tenants of Supportive Housing

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachments F1 – F13 - Miscellaneous Attachments

Attachment F1 – CEO Notification Letter for LIHC/SLIHC Applicants

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment F2 – Credit Fee Transmittal

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment F3 – Non-Profit Participation as Applicant or Owner

Non-profit applicants, other than HCR-funded Neighborhood and Rural Preservation Companies, must submit a copy of a certified Certificate of Incorporation, a copy of the filing receipt, and complete the provided questionnaire as Attachment F3. HCR-funded Neighborhood and Rural Preservation Companies must complete and submit the questionnaire only.

See Section III, Attachment F3, for the questionnaire.

Attachment F4 – HOME Program CHDO Determination Letter

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment F5 – Request for Waiver from HTFC Standards

If applicable, waiver requests from HTFC Standards are included as Attachment F5.

All waiver requests must be prepared and submitted in accordance with Section 1.04, Waivers, of the Capital Programs Manual. Documentation of any approved waiver(s) are included in this Attachment.

Attachment F6 – Existing Occupant Documentation/Relocation Plan

Complete and submit the Existing Occupant Information Form for each tenant/unit in occupied residential buildings. The last column, “Subsidy Source”, refers to any rental assistance or mortgage interest subsidy received by an occupant.

If any of the proposed buildings in the project are occupied by either residential or non-residential tenants at the time of application, and work will be performed in or adjacent to the occupied units, you **must also** submit a tenant relocation plan as part of this attachment even if the anticipated duration of the relocation is brief.

The plan should include details of the relocation, such as the number of tenants to be relocated, the date relocation will commence and how long it will last, identification of any third parties involved, and their role in the relocation, a description of the facilities tenants will be relocated to, and disclosure of any costs (including storage) that tenants will incur as a result of the relocation.

Please Note: Only temporary relocation expenses are eligible costs under the HTF Program.

See Section III, Attachment F6, for this form.

Attachment F7 – Tenant Buy-Out Plan

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment F8 – LIHC/SLIHC Right of First Refusal

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment F9 – Proposal Summary

The Proposal Summary is intended to highlight the various aspects of the proposed project. It should briefly (3 pages or less) communicate the applicant’s understanding of the components of the proposed project and how the applicant intends implement and manage these components. Please use the guidelines below in preparing the summary. Be sure to adhere to the following definition when doing so:

A project is a building, a set of buildings, or an infrastructure enhancement. It may have multiple sites and multiple buildings.

Project Information:

- The location of the project (street, municipality, county, zip code).
- Type of project – multifamily, seniors (identify age group), mixed use, mixed income.
- The public purpose(s) served, the beneficiaries, and any economic development linkage;
- The positive and negative aspects of the location relative to the target population and market;
- Description of the building – how many buildings, floors, square footage, elevators, number or units, unit type, superintendent unit, total residential square footage.
- Amenities – laundry facilities, community rooms, storage facilities, other services.
- Types of utilities provided, access to municipal facilities.
- Type of parking available and whether it's open to the public or for tenants only.
- Description of commercial space, square footage, and its intended use.
- For a Community Service Facility, describe the facility operator and the service(s) provided.

Development Team/Ownership Information:

- A description of the Development Team member(s) responsible for completing key project tasks, particularly acquisition, construction supervision, loan closings, organizational filings, marketing, rent-up and management. Identify the entity responsible for all aspects of the tax credit syndication.
- The full identification of all members of the ownership entity, including all limited partnerships (LP) or limited liability corporations (LLC) listed as a general partner/managing member.
- The percentage of ownership held by each member of the ownership entity, any ownership structure issues, to include identities of interest between members of the ownership entity, and which of the participants in the ownership entity will have effective project control.
- Explanation of any project management requirements or special matters of operational control.

Project Design and Use Information:

- Description of the proposed improvements to the property and/or existing building(s).
- Design of building(s), shape, type of building material, (i.e.: brick, wood frame, etc.).
- Description of any special design features including: handicap accessible and adaptable units, design modifications for special needs projects, features which promote efficiency in operating and management costs, including energy efficiency improvements (green elements, Energy Star appliances), and solutions to mixed uses and shared spaces for mixed use/mixed income projects.
- Description of the grounds, seating areas, open space.

Land Information:

- Description of current use of land, existing buildings on site.
- Description of current ownership of land.
- Description of site control.
- Description of fee simple or lease, (i.e.: Ground Lease), and any possible effect on DHCR's/HFA's regulatory interest.
- Description of land issues, (i.e.: easements).
- Description of source of funds to pay for land acquisition/or lease.
- Description of environmental issues.
- Description of zoning requirements and status of local approvals.

Project Location and Market Information:

- Description of project area, (i.e.: major services, transportation, health care facilities, etc.).

- The positive and negative aspects of the location relative to the target population and market.
- If housing is for the elderly or handicapped, provide a brief description of outside services available to this population.
- Provide a brief overview of market conditions, as it pertains to the project, (i.e.: public housing, existing affordable housing, Section 8, etc.).

Project Financing Information:

- Description and status of subsidy financing, (i.e.: grants, loans, providers).
- Type of bond request; tax-exempt and/or taxable, 501(3)(c).
- Description and status of real estate tax abatement, PILOT Agreement and/or exemption.
- Description and status of any rental assistance that is anticipated or committed.
- Description of how development cost risks will be minimized, how any operating expense issues will be addressed and, the source and duration of any tax relief or rental assistance that is anticipated or committed;
- Description of the timing or sequence through which the funding required to complete the project will be made available, clarification of construction and/or permanent financing sources and uses.

Attachment F10 – Release Forms

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment F11 – Borrower Organizational Structure

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment F12 – Management Agent Information/Submissions

THIS ATTACHMENT IS NOT APPLICABLE FOR THIS APPLICATION

Attachment F13 – Application Certification Attachments

If the response to any of the statements in the Omnibus Certification was ‘No’, attach a detailed explanation for each ‘No’ response at Attachment F13.

Attachment F14 – Consent to Perform Credit & Lexis/Nexis Reports

As part of its due diligence process, HCR may seek to verify certain financial and related information contained in the application and supporting documents as a condition of award. Print out and complete the form authorizing the release of information, as well as consent for credit and Lexis/Nexis searches for each applicable entity listed, duplicating the form as necessary. Upload the completed form(s) as Attachment F14.

Attachment F15 – CIF Project & Market Information

This attachment must be completed by all applicants requesting Rural and Urban Community Investment Funds for the construction of retail, commercial or community facility space. The questions in this attachment are self explanatory but the following items will provide further clarification.

Question 8. Provide details on the costs of the commercial space build out incurred by the developer. This is especially important if the build-out was higher than what might be normally expected.

Question 11. If there is existing vacant and underutilized commercial space in immediate neighborhood, please use this space to make the case for why the proposed project is different and necessary.

Question 13. CIF funds should be used to help build critical mass or address an unmet community need in neighborhoods. If the proposed use will directly compete with existing businesses in the immediate neighborhood, please use this space to explain how the proposed project will meet a community need or compliment/support the existing local businesses.

Attachment F16 – Affordability Plan (Exhibit 4)

NOTE: Because Exhibit 4 cannot be completed in the CDOL system, all standalone CIF projects must complete Attachment F16 – Affordability Plan and Operating Budgets. All residential units in the associated affordable housing development must be documented on this Attachment, including those which are being financed by sources other than DHCR/HTFC, and units set aside for occupancy by a building superintendent/resident manager.

Enter the Name of the Project

Enter the current date

Select the County where the project will be located from the drop down menu.

A. Tenant Affordability Plan: This section applies to rental units only.

1. Indicate whether or not you anticipate that any of the units in the project will receive a rental subsidy.

2. If you answered yes to the preceding question, enter the total number of units expected to receive each type of subsidy listed in a through d. If the rental subsidy source is not listed in a through e, enter the number of units to receive rental subsidies from another source in f. 'Other Subsidy Source', and specify the subsidy source in the space provided. The total number of units that you enter for this question must match the total units specified to receive a rental subsidy in Table A1 below.

3. Non-Rent Bearing Unit for Occupancy by Building Superintendent/Resident Manager.

Indicate whether or not the project includes a non- rent-bearing unit to be occupied by a building superintendent/resident manager. If you answer yes, enter the anticipated number of occupants in the unit, and the total monthly utility cost to be paid by the building super/resident manager. The spreadsheet will calculate 3E & 3F.

Tables A1 and A2 - Monthly Housing Cost for Rental Units

This section requires you to enter information for each unit size/monthly basic rent/rental subsidy combination in the project. If there are multiple monthly basic rents anticipated for units of the same size, you must record them separately. If there are units of the same (unit) size, some of which will receive rental subsidies and some which will not, you must also record them separately on the appropriate table. **Enter data only in the yellow shaded columns of the spreadsheet.**

If you indicated in question 3 of this Exhibit that the project includes a non-rent bearing unit for a building superintendent/resident manager, do not include that unit in this section.

Enter the following data for each unit size/rent combination:

Rental Subsidy: Indicate whether or not these units will receive a rental subsidy.

Unit Size: Select the number of bedrooms in the units.

Number of Units: Enter the number of units of this size with the same monthly basic rent and rental subsidy status.

Comparable Market Rent: Enter the median contract rent paid in the primary market area for a comparable unit. (Evidence of comparable rents must be included in the Market Study).

Monthly Basic Rent: Enter the applicable shelter rent allowance or proposed basic rent or carrying charge for the units in this category.

Tenant-Paid Utilities: Enter the anticipated cost of utilities to be paid directly by the tenants in this unit category.

Percentage of Area Median Income (AMI) that Units are Targeted to: Enter the percentage of AMI of the households that are targeted for occupancy of the units. The data entered in this field will be used to make sure the project meets the statutory requirements of the program.

No. of Occupants Per Unit: Please assume 1.5 persons per bedroom for this column.

Total Monthly Housing Cost: This will be calculated by the spreadsheet by adding together the Monthly Basic Rent and the Tenant Paid Utilities. (Please note that in some areas the maximum rents calculated under the LIHC program may exceed the maximum low HOME rents permitted under the HOME Program).

Total Annual Cost: This will be calculated by the spreadsheet by multiplying the Total Monthly Housing Cost by 12 for each of the unit size/monthly cost categories displayed in Table A3. This field is not applicable to Table A2 (units with rental subsidies).

Total Annual Cost/30%: This field will be calculated by the spreadsheet for by dividing Total Annual Cost by .30. This field is not applicable to Table A2 (units with rental subsidies).

Area Median Income (AMI): Automatically provided based on County entered at the top of the spreadsheet.

Percentage of Area Median Income that Unit is Affordable to: This field will be calculated by the spreadsheet for each unit category in Table by dividing the Annual Income Needed to Afford Unit by the Area Median Income (AMI). The result will be the income group that the unit is affordable to. For Table A2 (units with rental subsidies), the spreadsheet will display 'n/a'.

B. Condominium/Cooperative Affordability Plan:

This section applies to projects involving homeownership of condominium/cooperative units only.

1. Specify what percentage of the purchase price will be required as a down-payment by purchasers of the units.
2. Select the applicable tenure type for the units.

Table B1 - Total Monthly Housing Cost for Condominium/Cooperative Units

This page requires you to categorize all condominium/cooperative units in the project by number of bedrooms (unit size), and then by the monthly payment for a unit of that size. If there are varying monthly payments anticipated for units of the same size, you must enter them separately.

Enter the following data for each unit size/monthly payment combination:

Unit Size: Unit size refers to the number of bedrooms in the unit. Select the unit size from the drop-down menu.

No. of Units: Enter the number of units of this size which will be available at the same monthly payment.

Purchase Price: Enter the purchase price for the unit. Include the value of any sweat equity contributions in the purchase price as the down payment.

Monthly Payment: Enter the total of monthly principal and interest payments on the mortgage loan for the unit(s).

Monthly Taxes and Insurance: Compute and enter the monthly total property taxes and homeowner's insurance (including flood insurance if necessary) for the unit(s).

Monthly Maintenance and Carrying Costs: Enter the monthly costs of maintaining and amortizing the buildings and grounds for the unit(s).

Area Median Income (AMI): Enter the appropriate AMI for the proposed unit size. Refer to the "Median Income Adjusted by Bedroom Count" in the Reference Materials for more information.

Percent of Area Median Income Unit will be Targeted to: Enter the percentage of AMI of the households that will be targeted for occupancy of the unit(s).

In addition to the data entered above, the following fields will be displayed and/or calculated.

Down Payment: The spreadsheet will calculate and display the down payment based on the percentage entered above.

Amount Financed: The spreadsheet will calculate this by subtracting the down payment from the purchase price.

Total Monthly Cost: This will be calculated by the spreadsheet by adding together the Monthly Payment, Monthly Taxes and Insurance, and Monthly Maintenance and Carrying Costs for the unit(s).

Total Annual Housing Cost: This will be calculated by the spreadsheet by multiplying the Total Monthly Housing Cost by 12 for each of the unit size/monthly cost categories.

Total Annual Cost/30%: This will be calculated by the spreadsheet by dividing the Total Annual Cost by .30 for each unit size/monthly cost category.

Area Median Income (AMI): Automatically provided based on County entered at the top of the spreadsheet.

Percent of Area Median Income Unit (AMI) is Affordable to: This will be calculated by the spreadsheet by dividing the Minimum Annual Income Needed to Afford Unit by the AMI. The result will be the income group that the unit is affordable to. For example, if the annual income needed to afford the unit is \$16,000, and the AMI is \$28,000, the income group that the unit is affordable to would be households at 57% of the AMI.

Attachment F16 - Operating Budget (Exhibit 5)

NOTE: This Exhibit cannot be completed in the CDOL system but it is required for all CIF projects and is

available as part of Attachment F16 – Affordability Plan and Operating Budgets If the project involves both residential and non-residential units, you must complete two budgets – one for the residential and one for the non-residential units.

A1 – Total Effective Income:

This Table calculates the project’s income and vacancy arrears to produce total effective income. Section A is for the residential portion of the project and Section B is for the non- residential portion of the project.

A. Effective Residential Income

If the project does not involve residential space, this section will be blocked.

1. Total Residential Monthly Income/Maintenance Fees: The spreadsheet will calculate the project’s total residential monthly income, by multiplying the total number of units for each unit size/monthly cost category in Exhibit 4 Tables A1 and A2 by the basic rents for those units, and adding the results. If this is a condominium/cooperative project, the number of units for each size/monthly cost category will be multiplied by the Monthly Maintenance cost in Exhibit 4, Table B1.

2. Annual Gross Residential Income: The spreadsheet will calculate this by multiplying line 1 (Total Monthly Income/Maintenance Fees) by 12.

3. Estimated Percentage of Vacancy & Arrears: Enter a 5% estimated percentage of vacancy and arrears for the residential portion of the project in the space provided. The spreadsheet will then multiply Line 2 (Annual Gross Residential Income) by this percentage to arrive at the total annual income expected to be lost from residential vacancies and arrears.

4. Net Residential Income: The spreadsheet will calculate this by subtracting Line 3a (Total Residential Vacancy and Arrears) from Line 2 (Annual Gross Residential Income).

5a. Ancillary Income - Laundry: If applicable, enter the anticipated income from residential laundry facilities.

5b. Ancillary Income – Parking: If applicable, enter the anticipated income from residential parking facilities.

5c. Ancillary Income – Other: If applicable, enter the anticipated income from other residential sources, for example, dedicated project operating subsidies from public agencies, fully capitalized operating reserves, or a homesteader’s contribution to the operating budget. Do not include interest from operating or replacement reserves. Specify the source(s) of any “Other” Ancillary Income in the space provided.

6. Total Ancillary Residential Income: The spreadsheet will calculate this by adding together lines 5a, 5b and 5c.

7. Total Effective Residential Income: The spreadsheet will calculate this by adding together lines 4 and 6. This figure will be transferred to line 1 (Total Effective Income) of the residential operating budget.

B. Effective Non-Residential Income

If the project does not involve non-residential space, this section will be blocked.

8. Gross Commercial/Civic Income: Enter the estimated amount of revenue to be generated from commercial and/or civic rents.

9. Commercial/Civic Vacancy and Arrears: Enter the estimated percentage of vacancy and arrears (HCR standard is 10%) for the commercial/civic portion of the project. The spreadsheet will multiply Line 8 (Gross Commercial/Civic Income) by this percentage to arrive at the total annual income expected to be lost from commercial or civic vacancies and arrears.

10. Net Commercial/Civic Income: The spreadsheet will calculate this by subtracting line 9a (Total Commercial/Civic Vacancy and Arrears) from line 8. This figure will be transferred to line 1 Total Effective Income for the non-residential portion of this project.

10a. Indicate whether or not income for this portion of the project will be guaranteed through a master lease and/or developer guarantee.

11. Total Effective Income: This line will be blocked to spreadsheet Users. The spreadsheet will calculate this when it produces a Summary Table 1 for projects with both residential and non-residential space by adding together lines 7 & 10.

Table 2 – Base for Operating Budget Projections for Years 1-15:

This section serves two purposes:

1. Data entered here will enable the spreadsheet to do many of the calculations required in this Operating Budget; and,
2. It provides a rationale for operating expenses during the project's first fifteen years of operation.

Residential and non-resident operating budgets need to be provided. Click on the appropriate tab at the bottom of the spreadsheet for the type of budget you wish to update. The "2A – Resbase" and 2C – NonResBase" tabs will display the first year's total effective income shown under the year one cost, as well as a list of typical operating expenses.

A. Income/Expense: Displays the name of the line item that you are working on (Income for Total Effective Income (line 1); Expense for all other line items).

B. Year 1 Income/Cost: If you are working on Total Effective Income (line 1), the applicable amount derived from Section A1 of this Exhibit will be displayed (line 7, or line 10). For all other line items (costs), enter the anticipated first year's operating cost for the expense listed in A. Year one should represent the first complete year of occupancy.

C. Type & % Increase/Decrease: From the drop-down list, select one of the following three expense types for each line item:

Fixed: The cost (or income) will remain constant from year to year. The spreadsheet will update the operating budget for these line items, based on the amount entered in B – Year 1 Cost (or Income).

Variable: These costs (or income) are expected to either rise or fall from one year to the next. If you select this type, there must also be a percentage of increase or decrease. The spreadsheet defaults to a 3% increase which you may change for any variable line item. The spreadsheet will update the operating budget for these line items.

Other: These costs (or income) cannot be termed either fixed or variable. For these line items, you must manually complete the operating budget Exhibit 5, A3) for years 1 through 15.

D. Rationale for Estimates: Provide the rationale for the estimated expense (or income). For example: "\$80 a unit," or, "\$3/square foot."

E. Source: Enter the source of the rationale, for example, "based on actuals from similar project, Hampshire Senior Housing," or "quote from insurance broker – Smith Insurance".

Please note the following regarding certain line items:

1. Total Effective Income: The Spreadsheet will update the total effective income for the first year based on

8. Not applicable. LIHC/SLIHC Monitoring Fee

38-39. Reserves: Reserves are not required for non-residential space under the CIF. Please use whatever existing reserve requirements for residential portions of the project.

42. Debt Service: The spreadsheet will need to be updated to include a line for each permanent loan entered in Exhibit 3, displaying the funding source name, loan amount, interest rate and term. Provide the expense information for each loan. If the project has debt that is not reflected in the operating budget, add it here.

44. Cash Flow: Owners are limited on assisted units to the greater of a nominal return on equity or an amount equal to debt service coverage required by another participating permanent lender. See underwriting considerations in RFP.

45. Repayment of Deferred Developer's Fee: If the project's permanent funding sources as set forth in the Development Budget (Exhibit 3) include Deferred Developer's Fees, you must enter an amount that will ensure that the fee is repaid within 15 years of the placed-in-service date (See Section 5.05 of the CPM).

A3 – Operating Budget

For each line item in A2 (Basis for Projection of Operating Budget) that was specified as "Fixed" or "Variable with a Percentage Rate", the spreadsheet will calculate project operating costs for the first 15 years of project operation.

Lines not shaded in yellow will be calculated by the spreadsheet.

Deferred Developer's Fee

A. **Total Deferred Developer's Fee**: If applicable, the spreadsheet will display the amount of the deferred developer's fee entered as a permanent funding source .

B. **Total Repaid in 15 Years**: The spreadsheet will add the total amount of deferred developer's fee repaid during the 15-years projected in line 45 of the Operating Budget.

C. **Discrepancy**: If there is a discrepancy between the figures in A and B, the discrepancy will be displayed. The Deferred Developers Fee must be repaid in 15 years.